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Microsoft®

Word 2010

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QUE®

Sherry Kinkoph Gunter

easy Microsoft® Word 2010

Sherry Kinkoph Gunter

CHAPTER 1
Getting Started with Word .... Pg. 2

CHAPTER 2
Working with Word Documents .... Pg. 22

CHAPTER 3
Entering Text .... Pg. 38

CHAPTER 4
Formatting Text .... Pg. 50

CHAPTER 5
Formatting Paragraphs and Pages .... Pg. 64

CHAPTER 6
Adding Advanced Formatting .... Pg. 84

CHAPTER 7
Adding Tables Pg.94

CHAPTER 8
Using Word's Document and References Tools .... Pg. 120

CHAPTER 9
Reviewing Documents .... Pg. 148

CHAPTER 10
Printing Documents .... Pg. 162

CHAPTER 11
Using Word on the Internet .... Pg. 174

CHAPTER 12
Using Word's Graphic Tools .... Pg. 184

Glossary .... Pg. 226

Index .... Pg. 230

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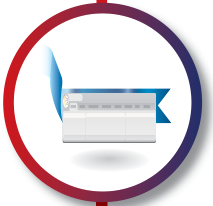
CONTENTS



CHAPTER 1 GETTING STARTED WITH WORD 2
Starting Word 4
Exiting Word 5
Navigating the Program Window 6
Minimizing and Maximizing the Program Window .. 8
Working with the File Tab 9
Customizing the Quick Access Toolbar 10
Working with the Ribbon 12
Finding More Customizing Options 14
Working with View Modes 16
Magnifying Your View with Zoom Tools 18
Finding Help with Word 2010 20

CHAPTER 2 WORKING WITH WORD DOCUMENTS 22
Starting a New Document 24
Closing a Document 25
Saving a Document 26
Opening a Document 28
Printing a Document 30
Viewing Multiple Documents 32
Assigning Document Passwords 34
Applying a Template 36

CHAPTER 3 ENTERING TEXT 38
Typing and Editing Text 40
Selecting Text 42
Moving and Copying Text 44
Inserting Quick Parts 46
Inserting Symbols 48

CHAPTER 4 FORMATTING TEXT 50
Assigning Bold, Italic, and Underlining 52
Using the Mini Toolbar 54
Changing the Font 55
Changing the Font Size 56
Adding Color to Text 57
Aligning Text 58
Setting Line Spacing 60
Setting Character Spacing 61
Copying Formatting 62
Removing Formatting 63

CHAPTER 5 FORMATTING PARAGRAPHS AND PAGES.. 64

Adding Indents 66

Setting Tabs 68

Creating Bulleted and Numbered Lists 70

Controlling Paragraph Spacing 72

Setting Margins 73

Creating Columns 74

Adding a Paragraph Border 75

Adding Shading to a Paragraph 76

Inserting Page Numbers 77

Adding Headers and Footers 78

Inserting Page and Section Breaks 80

Adding a Watermark 82

CHAPTER 6 ADDING ADVANCED FORMATTING 84

Applying Styles 86

Applying Themes 88

Adding Borders 90

Adding Drop Caps 91

Applying Text Effects 92

CHAPTER 7 ADDING TABLES 94
Inserting a Table 96
Inserting Quick Tables 97
Drawing Your Own Table 98
Insert Excel Spreadsheets as Tables 100
Selecting Table Cells and Data 102
Changing Column Width and Row Height 104
Adding Columns and Rows 106
Deleting Columns and Rows 108
Merging Cells 110
Splitting Cells 111
Deleting Cells 112
Deleting Tables 113
Assigning Table Styles 114
Changing Cell Alignment 116
Changing Text Direction 117
Repositioning and Resizing a Table 118

CHAPTER 8 USING WORD'S DOCUMENT AND REFERENCES TOOLS 120
Building Documents with Outline View 122
Navigating Documents with the Navigation Pane 124
Translating Words 126
Looking Up Synonyms and Definitions 128
Using the Word Thesaurus 130
Highlighting Text.. 132
Inserting Comments 133
Inserting Footnotes and Endnotes 134
Inserting Captions 136
Inserting Cross-References 138
Adding an Index.. 140
Adding a Table of Contents 142
Adding Bookmarks 144
Summarizing Data with a Chart 146

CHAPTER 9 REVIEWING DOCUMENTS 148
Finding and Replacing Text 150
Checking Spelling and Grammar 152
Using AutoCorrect 154
Checking a Document for Hidden Data 156
Tracking and Reviewing Documents 158
Comparing Documents 160

CHAPTER 10 PRINTING DOCUMENTS 162

Viewing Advanced Print Options 164

Printing an Envelope 166

Printing Labels 168

Using Word’s Mail Merge Tool 170

CHAPTER 11 USING WORD ON THE INTERNET 174

E-mailing a Document 176

Turning a Document into a Web Page 178

Adding a Hyperlink 180

Storing a Document on SkyDrive 182

CHAPTER 12 USING WORD'S GRAPHIC TOOLS 184
Drawing with AutoShapes 186
Inserting Clip Art 188
Organizing Clip Art with the Clip Organizer 190
Finding Clip Art Online 192
Inserting a Picture 194
Removing an Image Background 196
Adding a Picture Border 198
Adding a Picture Effect 200
Capturing a Picture of Your Screen 202
Inserting a WordArt Object 204
Inserting a Text Box Object 206
Moving and Resizing Objects 208
Rotating and Flipping Objects 210
Layering Objects 212
Grouping Objects 214
Cropping a Picture 216
Adding Artistic Effects 218
Controlling Text Wrapping 220
Correcting and Coloring a Picture 222
Adding SmartArt 224

Glossary 226
Index 230

EASY MICROSOFT® WORD 2010

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DEDICATION

I'd like to dedicate this book to my new sister, Candace Gunter Noland—her enduring grace and endearing wit are an inspiration.

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INTRODUCTION

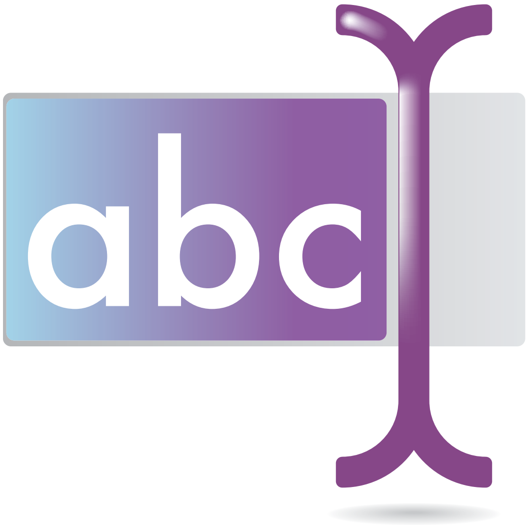
Microsoft Word 2010 is the latest release of the world's number one word processing program. Like many users, you might have mixed feelings about this new and improved software. On one hand, it's exciting to see what sort of changes Microsoft has made to the program, but on the other hand, it might mean more time and effort on your part to learn it all over again. Don't worry. Whether you're a new user or a seasoned pro, you can get up and running fast with the newest version of Word with the help of this book.

So what sort of changes are we talking about? Most of the changes are subtle. The good news is the user interface hasn't changed considerably between Word 2007 and Word 2010. As a matter of fact, they've added the Ribbon to all of the Office suite of programs now, including Outlook and Publisher. If you upgraded to Word 2007 awhile back, you're already familiar with the overhaul that produced the Ribbon at the top of the program window instead of menus and toolbars. If you're new to the Ribbon, don't panic—it's not nearly as intimidating as it sounds.

In addition to the Ribbon, Word 2010 has revamped the Office button into a File tab filled with document-related operations. In Word 2007, the Office menu gave you access to standard document tasks like saving and printing. The new File tab, when selected, opens a full page menu screen, called the Backstage view, from which you can control various aspects of your documents, such as saving, printing, and controlling who has permission to open, copy, and edit your documents.

Along with subtle improvements to the Office suite of programs, Word users can also find a new screen capture tool for taking instant pictures of what's on the computer screen. You'll also find enhancements to the picture tools, language tools, themes, a paste preview option, and additional document coauthoring features, just to name a few.

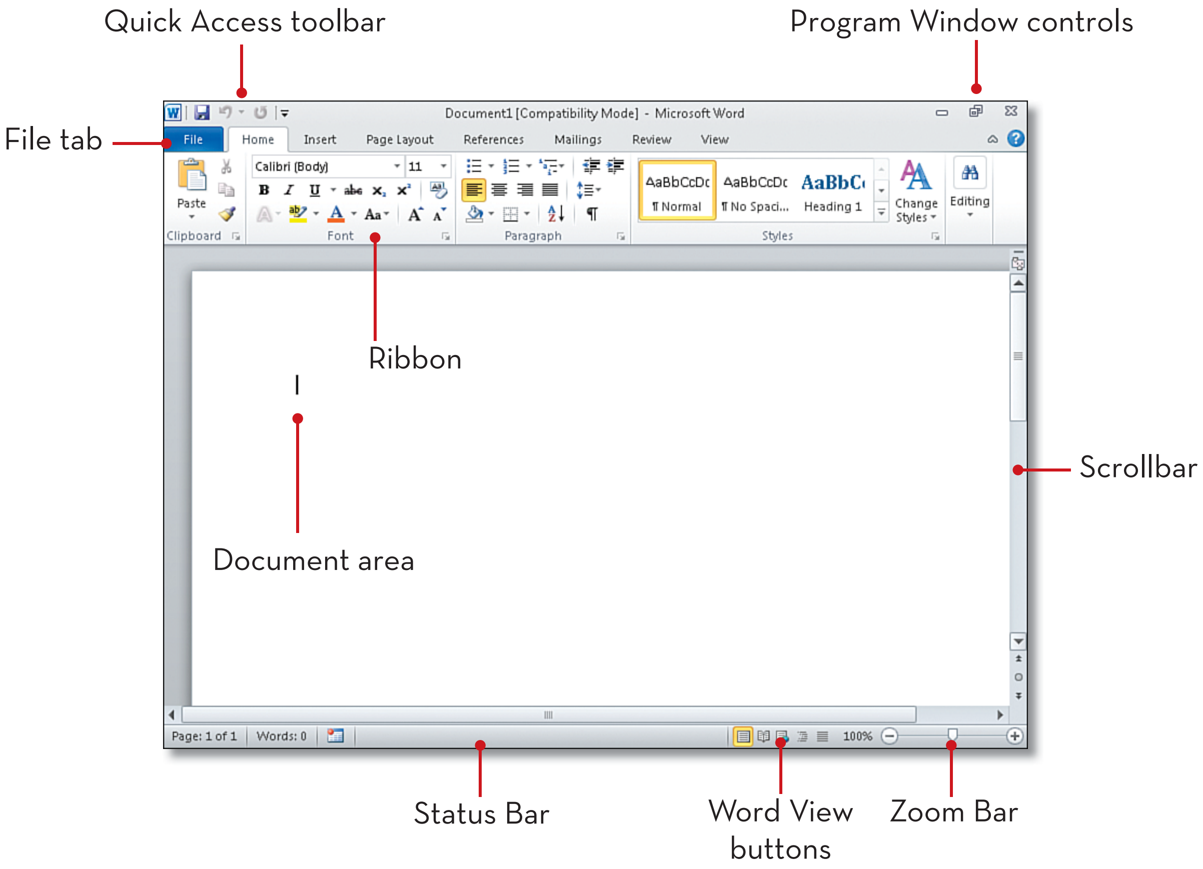
When it comes to learning how to use Word, this book focuses on helping you get your work done instead of trying to show you every nuance of the software. Rather than teaching you a hundred ways to do the same thing, *Easy Word 2010* focuses on teaching you the most direct way to accomplish a task, and you'll learn easy shortcuts along the way. Relying on lots of visuals and easy-to-follow steps, you'll quickly see how to perform a task without having to rely on reading a lot of text. *Easy Word 2010* is both a tutorial and a reference book; you can read it from start to finish to learn everything you can about Word, or just pick and choose the topics you need to know about at the moment. The point is this—without a doubt, Word is a powerful program, but at the end of the day you just need to use it to get your work done. Why not have a little fun along the way?



Chapter 1

GETTING STARTED WITH WORD

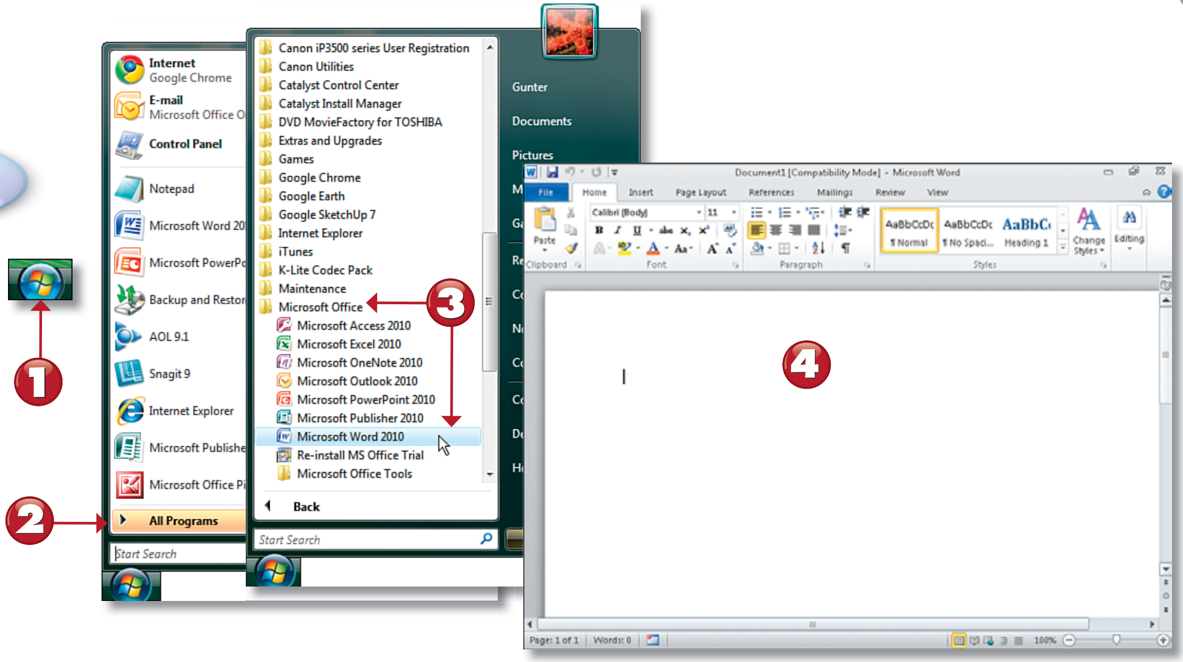
Before you jump in and start clicking buttons and scrolling willy-nilly around the screen, take a few moments to orient yourself to the Word program window. Much like learning your way around a new town or city, learning your way around Word takes a little navigating. You need to figure out where to find the commands you need and which direction will get you where you want to be.


Quick Access toolbar
Program Window controls
File tab
Document1 [Compatibility Mode] - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
Change Styles
Styles
Editing
Ribbon
Document area
Scrollbar
Page: 1 of 1
Words: 0
100%
Status Bar
Word View buttons
Zoom Bar

STARTING WORD

If you're ready to start using Word, the first thing you have to do is open its program window. Any time Word is open, you'll see a document button for the program on the Windows taskbar at the bottom of your computer screen. If you're using Windows 7, you can hover the mouse over the Word icon to view multiple documents. If you're using Windows Vista or earlier and have more than one document open at a time, you'll see buttons for each document. You can easily switch between open documents by clicking their respective buttons or thumbnails on the taskbar.

Start


Internet
Google Chrome
E-mail
Microsoft Office O
Control Panel
Notepad
Microsoft Word 20
Microsoft PowerPo
Backup and Restor
AOL 9.1
Snagit 9
Internet Explorer
Microsoft Publishe
Microsoft Office Pi
All Programs
Start Search
Canon iP3500 series User Registration
Canon Utilities
Catalyst Control Center
Catalyst Install Manager
DVD MovieFactory for TOSHIBA
Extras and Upgrades
Games
Google Chrome
Google Earth
Google SketchUp 7
Internet Explorer
iTunes
K-Lite Codec Pack
Maintenance
Microsoft Office
Microsoft Access 2010
Microsoft Excel 2010
Microsoft OneNote 2010
Microsoft Outlook 2010
Microsoft PowerPoint 2010
Microsoft Publisher 2010
Microsoft Word 2010
Re-install MS Office Trial
Microsoft Office Tools
Back
Start Search
Gunter
Documents
Pictures
Document1 [Compatibility Mode] - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Font
Paragraph
Styles
Normal
No Spaci...
Heading 1
Change Styles
Editing
Page: 1 of 1
Words: 0
100%
1
2
3
4

1. Click the **Start** button.
2. Click **All Programs**.
3. Click **Microsoft Office**, then click **Microsoft Word 2010**.
4. The Word program window opens.

End

TIP

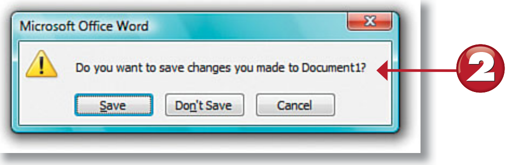
Other Start Methods If you click the Start button and see a listing for Word 2010, you can click it instead of going through the All Programs submenu to open Word. Depending on how you installed Word, you might also see a shortcut icon on the desktop you can double-click or an icon on the taskbar you can click to open the program. ■

TIP

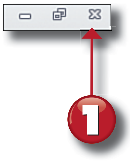
Taskbar Button When you open Word, a Word document button also appears on the Windows taskbar. If you have more than one application open at a time, you can click the Word document button anytime you want to return to the Word window. ■

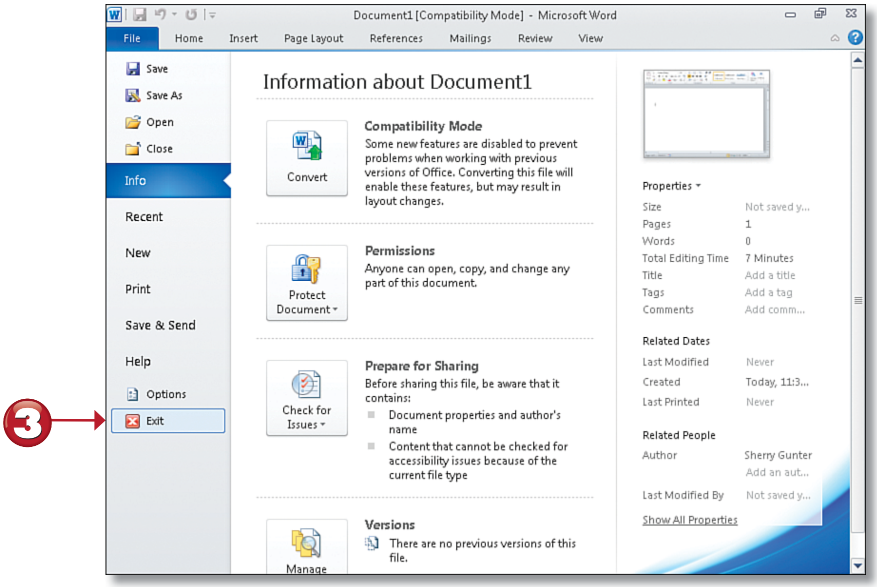
EXITING WORD

After you finish using Word, you can close the program window. If you have unsaved work in the document, Word might ask you to save your document before exiting. As soon as you exit, the Word document button disappears from the Windows taskbar, too.


Microsoft Office Word
Save
Don't Save
Cancel
2

Do you want to save changes you made to Document1?




3
Document1 [Compatibility Mode] - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Convert
Protect Document
Check for Issues
Manage

Information about Document1

Compatibility Mode
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Permissions
Anyone can open, copy, and change any part of this document.

Prepare for Sharing
Before sharing this file, be aware that it contains:
- Document properties and author's name
- Content that cannot be checked for accessibility issues because of the current file type

Versions
There are no previous versions of this file.

Properties
Size: Not saved y...
Pages: 1
Words: 0
Total Editing Time: 7 Minutes
Title: Add a title
Tags: Add a tag
Comments: Add comm...

Related Dates
Last Modified: Never
Created: Today, 11:3...
Last Printed: Never

Related People
Author: Sherry Gunter
Add an aut...
Last Modified By: Not saved y...

Show All Properties

Start

1. Click the program window's **Close** button.

2. If you haven't saved your work yet, Word prompts you to do so. Click **Save** to save your document, click **Don't Save** to exit without saving your changes, or click **Cancel** to keep Word open.

3. You can also exit Word by clicking the **File** tab and clicking the **Exit** option in the Backstage view menu.

End

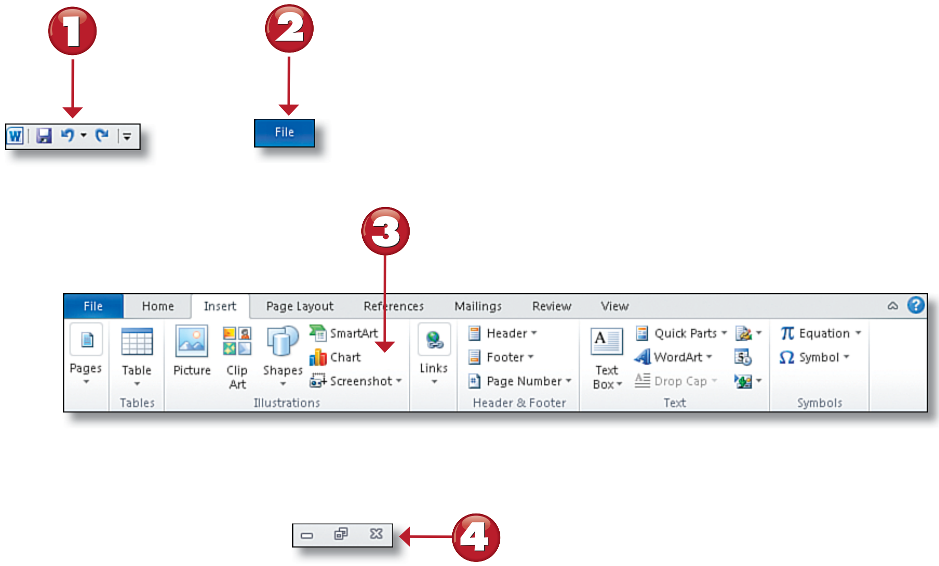
TIP

Exit the Document but Not the Program Window To close a document but leave Word open, click the **File** tab and then click the **Close** option. ■

NAVIGATING THE PROGRAM WINDOW

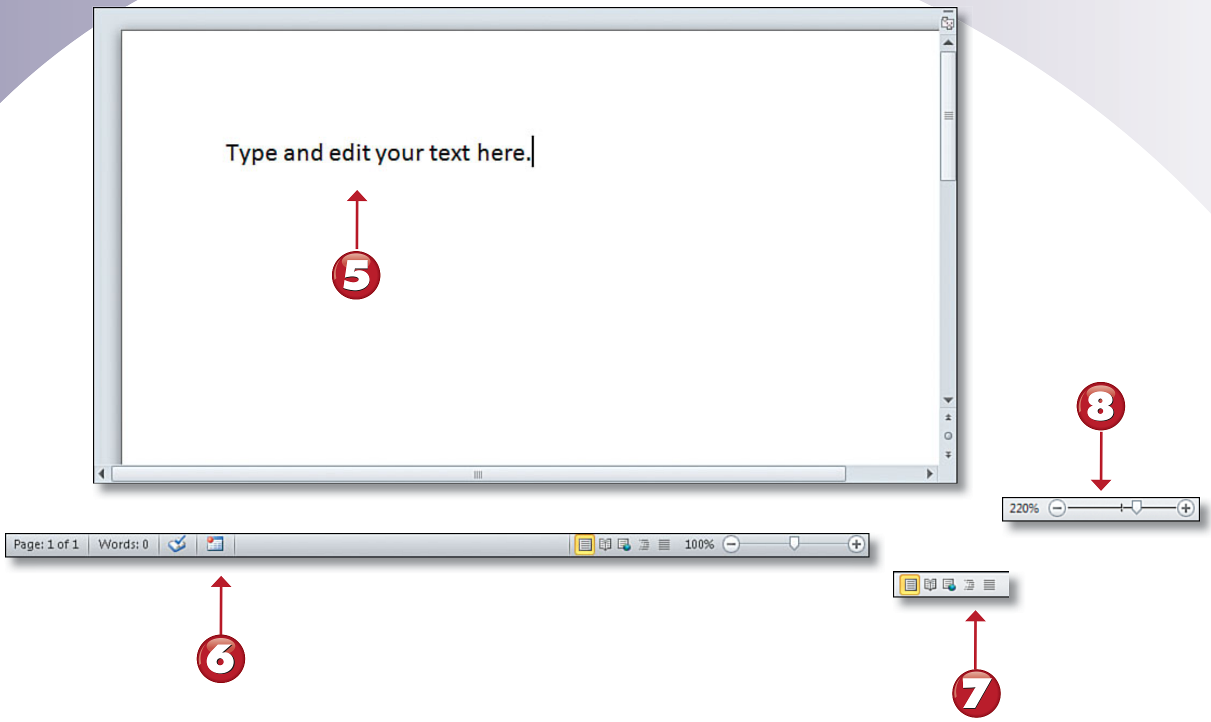
The Word program window features several key elements you need to know about. First and foremost, you need to know where to find all the commands you'll use to build and format your documents. The File tab, Quick Access toolbar, and Ribbon contain all the commands you'll use the most. The middle of the window is where you'll create and edit your document, and you'll use the scrollbars to move your view of the document. The Status bar at the bottom keeps you apprised of page numbers, word count, and zoom settings.

Start


1
2
File
3
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Text
Equation
Symbol
Symbols
4

1. Use the Quick Access toolbar to save a document or to undo and redo actions.
2. The File tab, when clicked, lets you open Backstage view with all kinds of options and features for working with the document file.
3. The Ribbon groups Word's commands into tabs. Click a tab to view the associated commands.
4. Use the program window controls to minimize, maximize (also called restore down in this case), or close the Word program window.

Continued



Type and edit your text here.

5. The document work area is where you type and edit text and other document elements, with scrollbars on the right and bottom for moving around the screen. Click the scroll arrow buttons to move your view of the document page or drag the bar.
6. The Status bar displays status items, such as the current page you're viewing and word count.
7. The five View buttons let you choose a layout view for the document.
8. Use the Zoom bar to change the magnification level for viewing your document.

End

TIP

Turn on Rulers You can click the **View Ruler** button located at the top of the vertical scrollbar to turn on the horizontal and vertical rulers to help you with spacing actions. ■

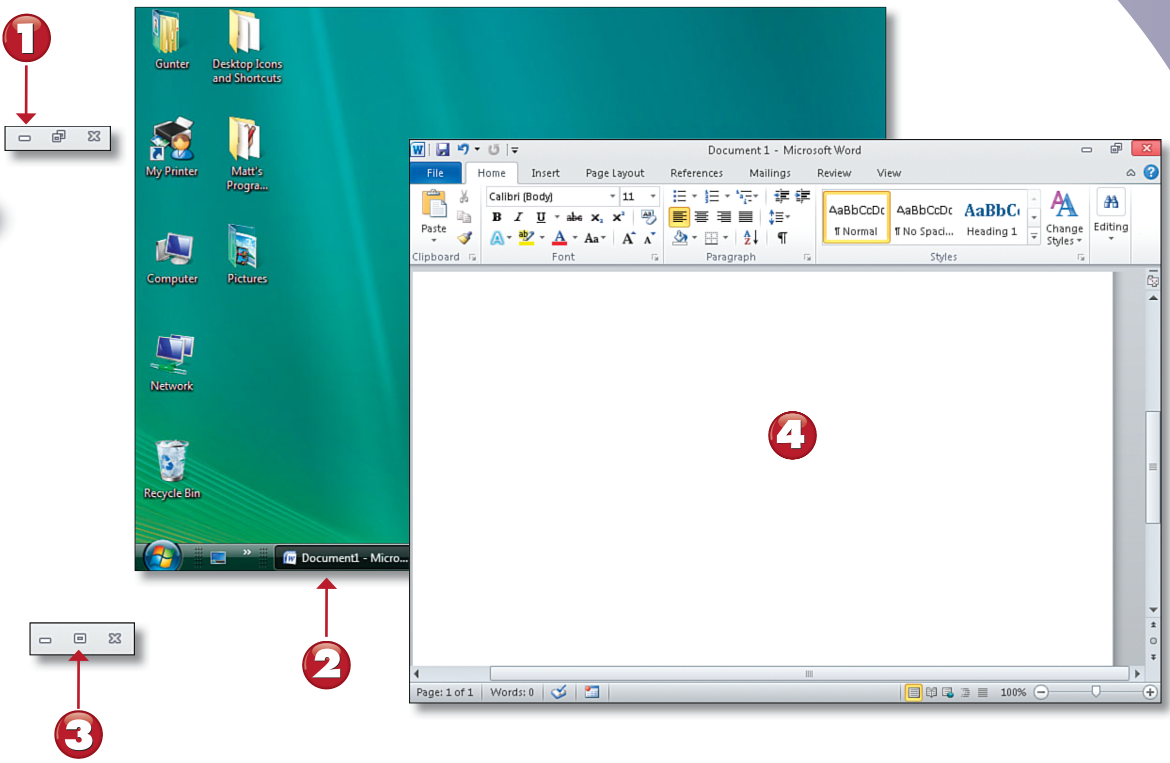
TIP

How Do I Find Help? You can click the **Help** button located in the far right corner of the program window to open Word's help files. Learn more about finding help in the task "Finding Help with Word 2010" later in this chapter. ■

MINIMIZING AND MAXIMIZING THE PROGRAM WINDOW

You can control the program window by minimizing or maximizing the window. When a window is minimized, it appears as a button on the Windows taskbar. When a window is maximized, it fills the whole computer screen.

Start


1
Gunter
Desktop Icons and Shortcuts
My Printer
Matt's Progra...
Computer
Pictures
Network
Recycle Bin
Document1 - Micro...
Document 1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbCc
Heading 1
Change Styles
Styles
Editing
4
Page: 1 of 1
Words: 0
100%
2
3

1. To minimize the program window, click the **Minimize** button.
2. Word minimizes the window to a button on the Windows taskbar. You can click the button to restore it again.
3. To maximize a window, click the **Maximize** button.
4. The program window fills the computer screen.

End

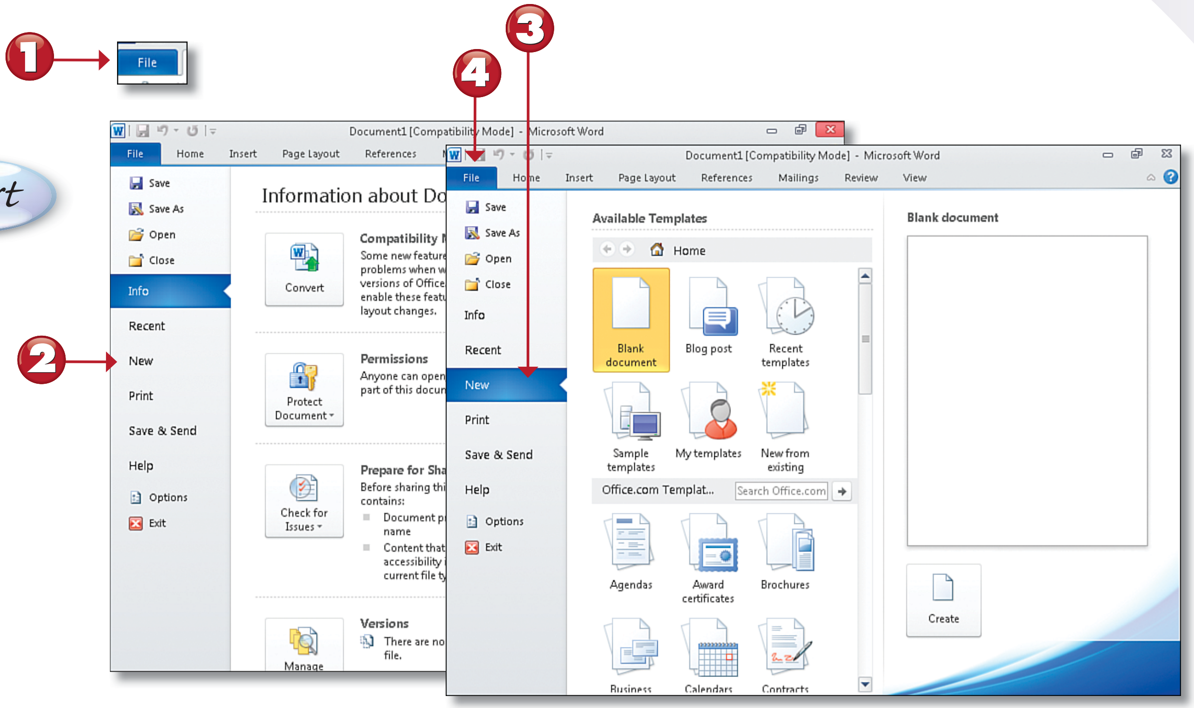
TIP

Program Window Shortcuts You can also click the Word icon located in the top left corner of the program window or right-click a blank area at the top of the program window to display a pop-up menu of program window controls. ■

WORKING WITH THE FILE TAB

The File tab, when activated, is actually a combination dialog box and menu system that acts as a repository for various document-related tasks, such as saving files, opening new and existing files, printing files, controlling permissions and sharing, and accessing program customization options. Microsoft calls this special full-screen menu the Backstage view, because it offers you options for controlling things that happen to a document rather than in a document.

Start


1
File
2
3
4
Document1 [Compatibility Mode] - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Information about Do
Convert
Compatibility M
Some new feature
problems when w
versions of Office
enable these featu
layout changes.
Protect Document
Permissions
Anyone can open
part of this docu
Check for Issues
Prepare for Sha
Before sharing thi
contains:
Document p
name
Content that
accessibility
current file ty
Manage
Versions
There are no
file.
Available Templates
Home
Blank document
Blog post
Recent templates
Sample templates
My templates
New from existing
Office.com Templat...
Search Office.com
Agendas
Award certificates
Brochures
Business
Calendars
Contracts
Blank document
Create

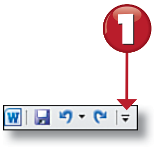
1. Click the **File** tab.
2. Word displays the Backstage view menu with document tasks organized into groups that are listed in the left pane.
3. Click a command to view associated options or open another dialog box. In this example, the New options are displayed, and you can open a new document based on a template.
4. Click the **Home** tab or any other tab on the Ribbon to return to Word without selecting anything in Backstage view, or just press the **Esc** key.

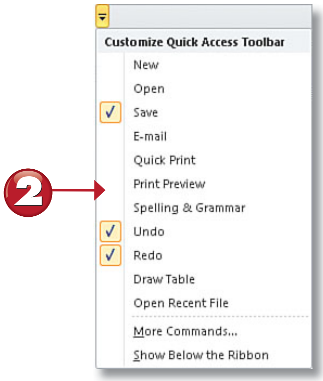
End

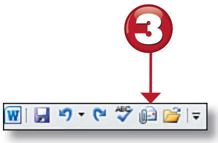
CUSTOMIZING THE QUICK ACCESS TOOLBAR

The Quick Access toolbar is located at the very top left corner of the program window. It contains just a few shortcut keys commonly used by every Word user: Save, Undo, and Redo. You can edit the toolbar to include other commands you use the most. When you display the customize menu, you can check or uncheck the commands you want to display on the toolbar. To find more commands, you can open Word's Options dialog box to further customize the toolbar.

Start




2
Customize Quick Access Toolbar
New
Open
✓ Save
E-mail
Quick Print
Print Preview
Spelling & Grammar
✓ Undo
✓ Redo
Draw Table
Open Recent File
More Commands...
Show Below the Ribbon

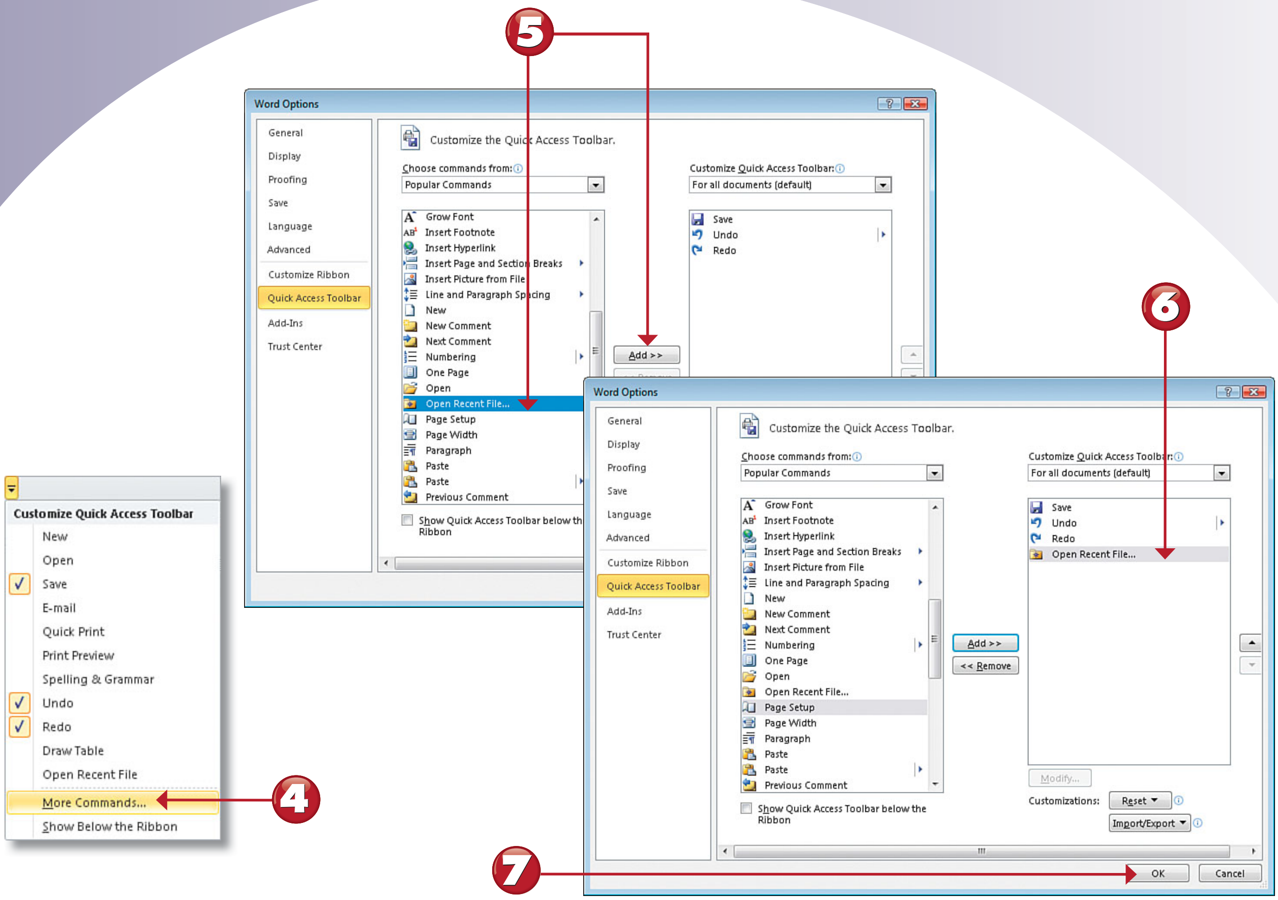


1. Click the **Customize Quick Access Toolbar** arrow button.
2. Click the buttons you want to turn on or off in the toolbar display.
3. Word displays your changes in the toolbar.

Continued

TIP

Removing Buttons To remove a button from the Quick Access toolbar, reopen the Word Options view, select the command from the list on the right, and then click the **Remove** button. Click **OK** to save your changes and exit the dialog box. ■


5
6
4
7
Customize Quick Access Toolbar
New
Open
Save
E-mail
Quick Print
Print Preview
Spelling & Grammar
Undo
Redo
Draw Table
Open Recent File
More Commands...
Show Below the Ribbon
Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Customize the Quick Access Toolbar.
Choose commands from:
Popular Commands
Customize Quick Access Toolbar:
For all documents (default)
Grow Font
Insert Footnote
Insert Hyperlink
Insert Page and Section Breaks
Insert Picture from File
Line and Paragraph Spacing
New
New Comment
Next Comment
Numbering
One Page
Open
Open Recent File...
Page Setup
Page Width
Paragraph
Paste
Paste
Previous Comment
Save
Undo
Redo
Open Recent File...
Add >>
<< Remove
Modify...
Customizations:
Reset
Import/Export
Show Quick Access Toolbar below the Ribbon
OK
Cancel

4. Click the **Customize Quick Access Toolbar** arrow button and then click **More Commands**.

5. In the Word Options dialog box, click the command you want to add and then click the **Add** button.

6. The command is added to the list of toolbar buttons.

7. When you finish adding all the commands you want, click **OK**.

End

TIP

Move the Toolbar If you prefer, you can orient the Quick Access toolbar to appear beneath the Ribbon. Click the **Customize Quick Access Toolbar** arrow button and then click **Show Below the Ribbon**. ■

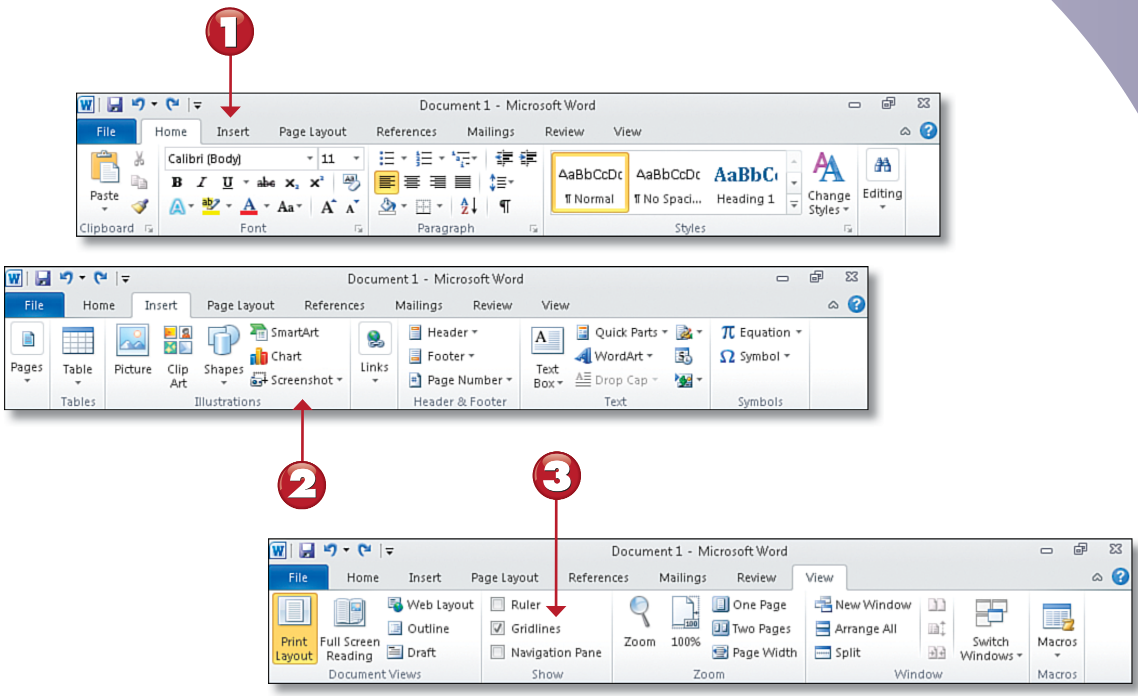
TIP

Finding More Commands You can click the **Choose Commands From** drop-down list in the Word Options dialog box to view other command groups. ■

WORKING WITH THE RIBBON

The Ribbon displays the commands you need to accomplish various Word tasks and presents them as intuitive tools you can activate with ease at the top of the Word window. Related commands are displayed in groups represented by tabs along the top of the Ribbon. To view a group, click its tab.

Start


1
Document 1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Calibri (Body)
11
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbC(Heading 1
Change Styles
Editing
Clipboard
Font
Paragraph
Styles
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
Header & Footer
Text
Symbols
2
3
Print Layout
Full Screen Reading
Web Layout
Outline
Draft
Ruler
Gridlines
Navigation Pane
Zoom
100%
One Page
Two Pages
Page Width
New Window
Arrange All
Split
Switch Windows
Macros
Document Views
Show
Zoom
Window
Macros

1. Click a Ribbon tab name.

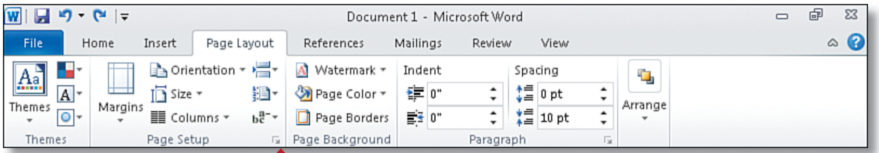
2. The Ribbon displays all the associated commands and features for that group.

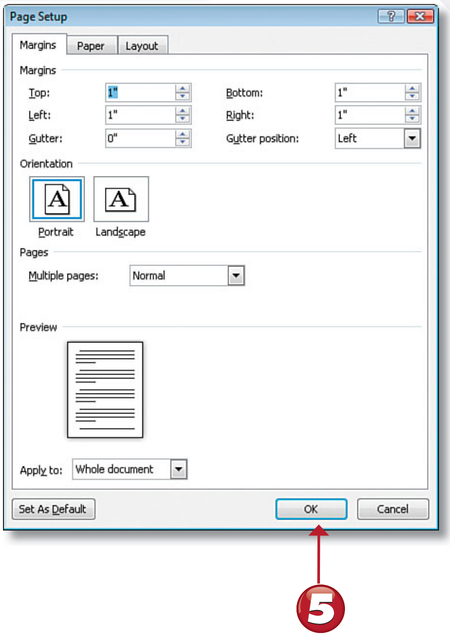
3. To activate a feature or command, click the one you want to use. Some commands activate immediately, while others require additional input through a menu or dialog box that opens.

Continued

TIP

Customize the Ribbon Like the Quick Access toolbar, you can customize the Ribbon. Right-click an empty area on the Ribbon and click Customize the Ribbon. This opens the Word Options dialog box to the Ribbon settings. You can add new commands to the Ribbon or remove commands you never use. You can also add a new tab to the Ribbon and fill it with custom tools. ■


Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Themes
Margins
Orientation
Size
Columns
Watermark
Page Color
Page Borders
Indent
Spacing
Arrange
Themes
Page Setup
Page Background
Paragraph
4



Page Setup

Margins | Paper | Layout

Margins

Top: 1"
Bottom: 1"
Left: 1"
Right: 1"
Gutter: 0"
Gutter position: Left

Orientation

Portrait
Landscape

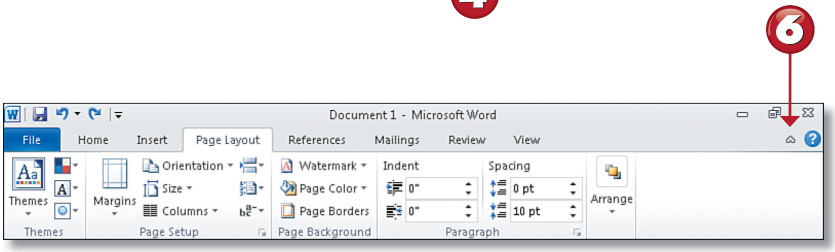
Pages

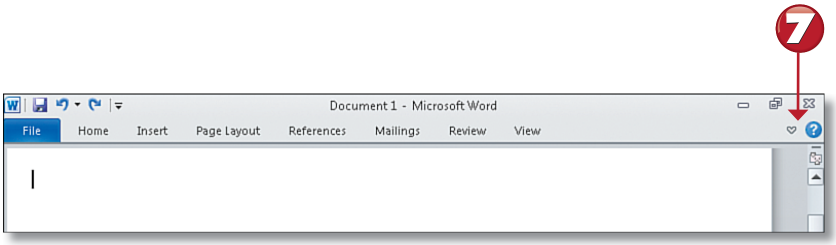
Multiple pages: Normal

Preview

Apply to: Whole document

Set As Default | OK | Cancel


6
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Themes
Margins
Orientation
Size
Columns
Watermark
Page Color
Page Borders
Indent
Spacing
Arrange
Themes
Page Setup
Page Background
Paragraph


7
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View

4 Anytime you see this icon near a group of commands, you can click it to open a dialog box with additional controls you can set.

5 When you finish fine-tuning the settings in the dialog box, you can click **OK** to apply the changes.

6 Click the **Minimize the Ribbon** button to reduce the Ribbon to show only the tab names.

7 Click the button again to view the full Ribbon.

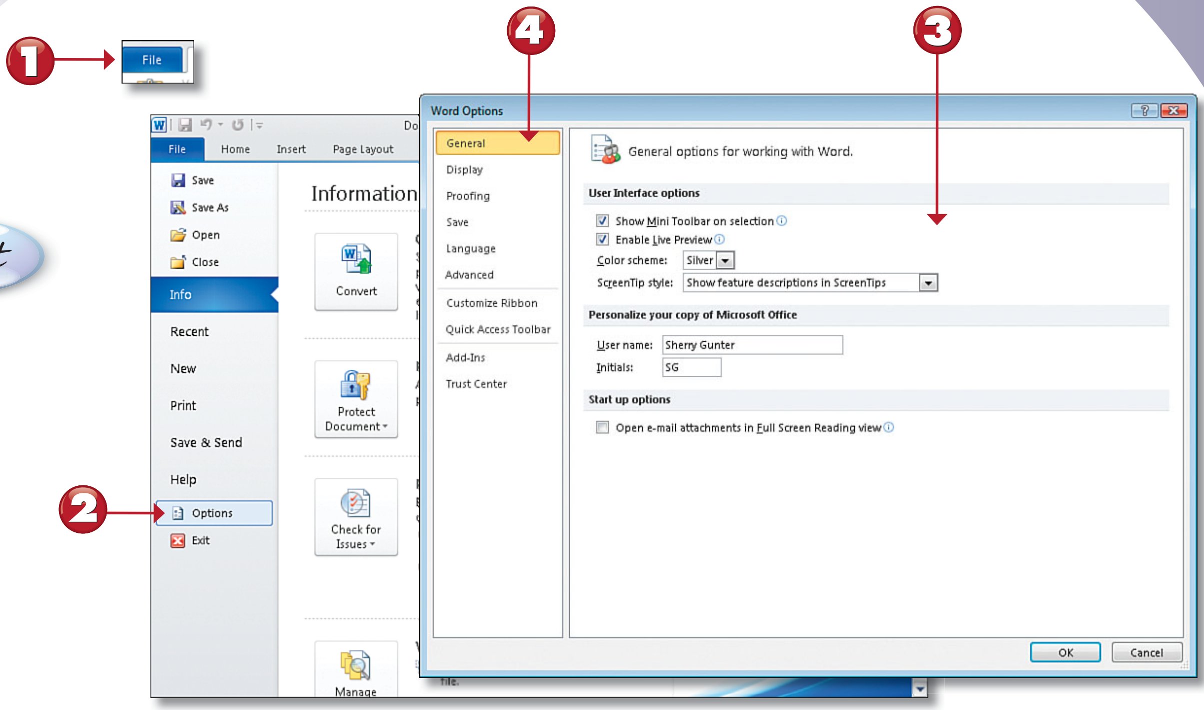
End

TIP

Quick Minimize You can also minimize the Ribbon by double-clicking on a tab name. Click a tab name again to bring back the full Ribbon display. ■

FINDING MORE CUSTOMIZING OPTIONS

Word 2010 offers you all kinds of ways you can customize how the program works and what features appear on screen. You can find settings for proofing, saving, language, and display, as well as advanced options and settings for customizing the Quick Access toolbar and the Ribbon. All of the options are controlled through the Word Options dialog box.


1
File
4
3
2
File
Home
Insert
Page Layout
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Information
Convert
Protect Document
Check for Issues
Manage
Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
OK
Cancel

General options for working with Word.

User Interface options

☑ Show Mini Toolbar on selection

☑ Enable Live Preview

Color scheme: Silver

ScreenTip style: Show feature descriptions in ScreenTips

Personalize your copy of Microsoft Office

User name: Sherry Gunter

Initials: SG

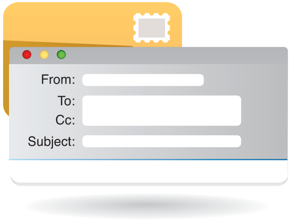
Start up options

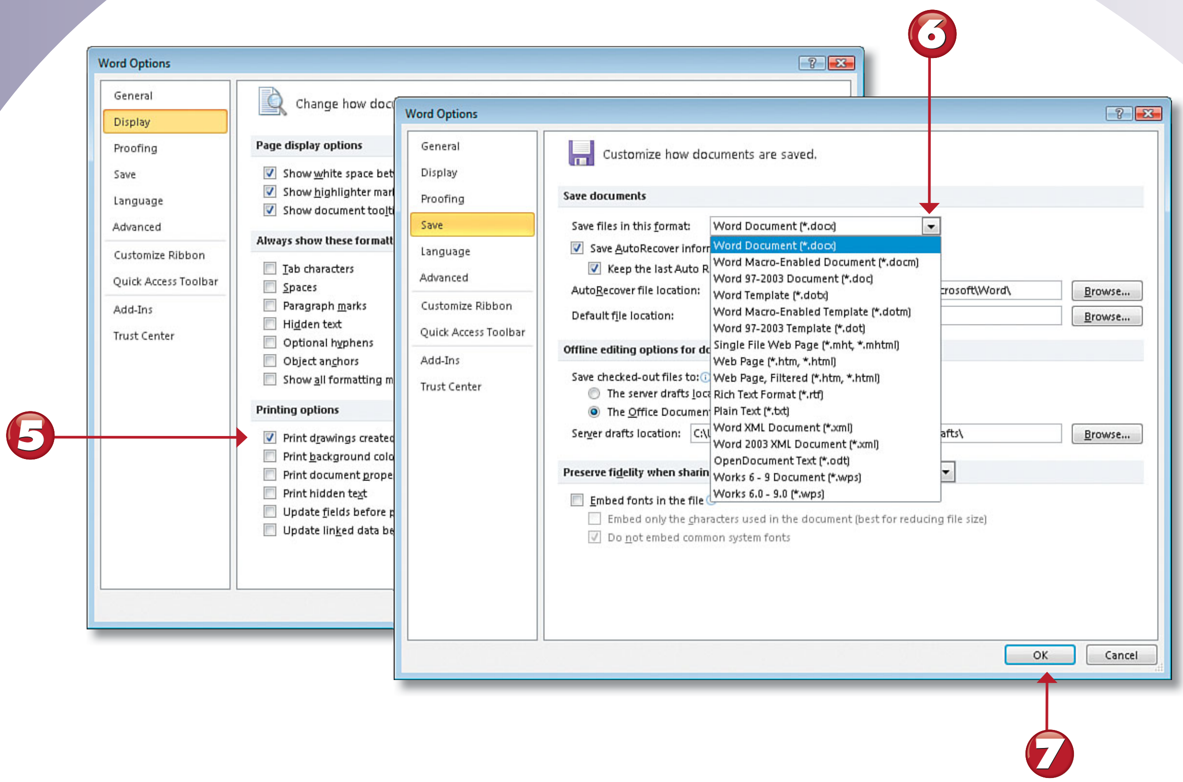
☐ Open e-mail attachments in Full Screen Reading view

Start

1. Click the **File** tab.
2. Click **Options**.
3. The Word Options dialog box opens.
4. Click a section name to view the options.

Continued


From:
To:
Cc:
Subject:


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Change how doc
Page display options
☑ Show white space bet
☑ Show highlighter mar
☑ Show document toolti
Always show these formatt
☐ Tab characters
☐ Spaces
☐ Paragraph marks
☐ Hidden text
☐ Optional hyphens
☐ Object anchors
☐ Show all formatting m
Printing options
☑ Print drawings created
☐ Print background colo
☐ Print document prope
☐ Print hidden text
☐ Update fields before p
☐ Update linked data be
Word Options
Customize how documents are saved.
Save documents
Save files in this format: Word Document (*.docx)
☑ Save AutoRecover infor
☑ Keep the last Auto R
AutoRecover file location:
Default file location:
Offline editing options for dc
Save checked-out files to:
○ The server drafts loc
● The Office Documen
Server drafts location: C:\
Preserve fidelity when sharin
☐ Embed fonts in the file
☐ Embed only the characters used in the document (best for reducing file size)
☑ Do not embed common system fonts
Word Document (*.docx)
Word Macro-Enabled Document (*.docm)
Word 97-2003 Document (*.doc)
Word Template (*.dotx)
Word Macro-Enabled Template (*.dotm)
Word 97-2003 Template (*.dot)
Single File Web Page (*.mht, *.mhtml)
Web Page (*.htm, *.html)
Web Page, Filtered (*.htm, *.html)
Rich Text Format (*.rtf)
Plain Text (*.txt)
Word XML Document (*.xml)
Word 2003 XML Document (*.xml)
OpenDocument Text (*.odt)
Works 6 - 9 Document (*.wps)
Works 6.0 - 9.0 (*.wps)
rosoft\Word\
afts\
Browse...
Browse...
Browse...
OK
Cancel
5
6
7

5 Many of the options can be turned on or off with a check box.

6 Other options include selections from a drop-down menu.

7 After making any changes, click **OK** to apply the new settings.

End

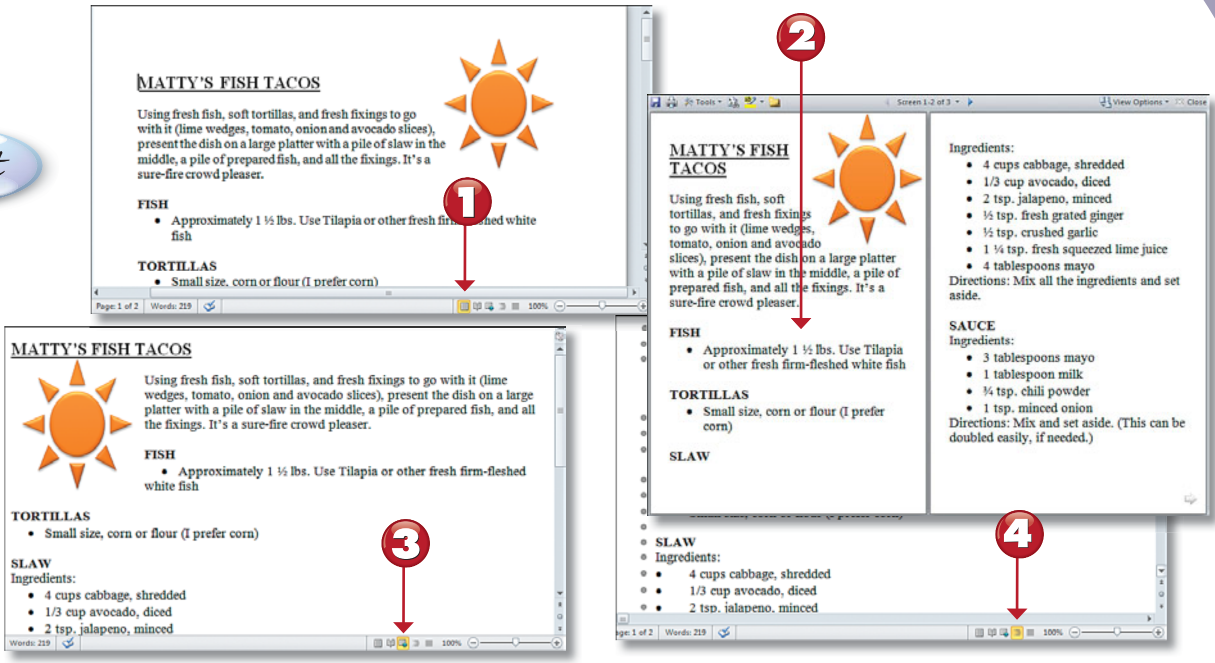
TIP

Help with Options To find out what a group of options in the Word Options dialog box does, simply click the tab name and a description appears at the top of the dialog box. Also, look for option names that have a circle icon with an i inside next to them—this is Word's helpful information icon. Hover your mouse pointer over the icon to reveal a ScreenTip that tells what the feature does. ■

WORKING WITH VIEW MODES

You can use Word's view modes to change the way in which you look at a document. Print Layout view, which is the default view, shows you what your document looks like when printed. You can use Outline view to see your document in an outline format, or view your document as it looks in a Web browser window using Web Layout view. Full Screen Reading view optimizes your document for easy reading onscreen. Lastly, Draft view displays a draft version of the document, without text or graphics. You can access view modes on the Status bar or in the Ribbon's View tab.

Start



MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh fixings to go with it (lime wedges, tomato, onion and avocado slices), present the dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser.

FISH

- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-fleshed white fish

TORTILLAS

- Small size, corn or flour (I prefer corn)

SLAW

Ingredients:

- 4 cups cabbage, shredded
- 1/3 cup avocado, diced
- 2 tsp. jalapeno, minced
- ½ tsp. fresh grated ginger
- ½ tsp. crushed garlic
- 1 ¼ tsp. fresh squeezed lime juice
- 4 tablespoons mayo

Directions: Mix all the ingredients and set aside.

SAUCE

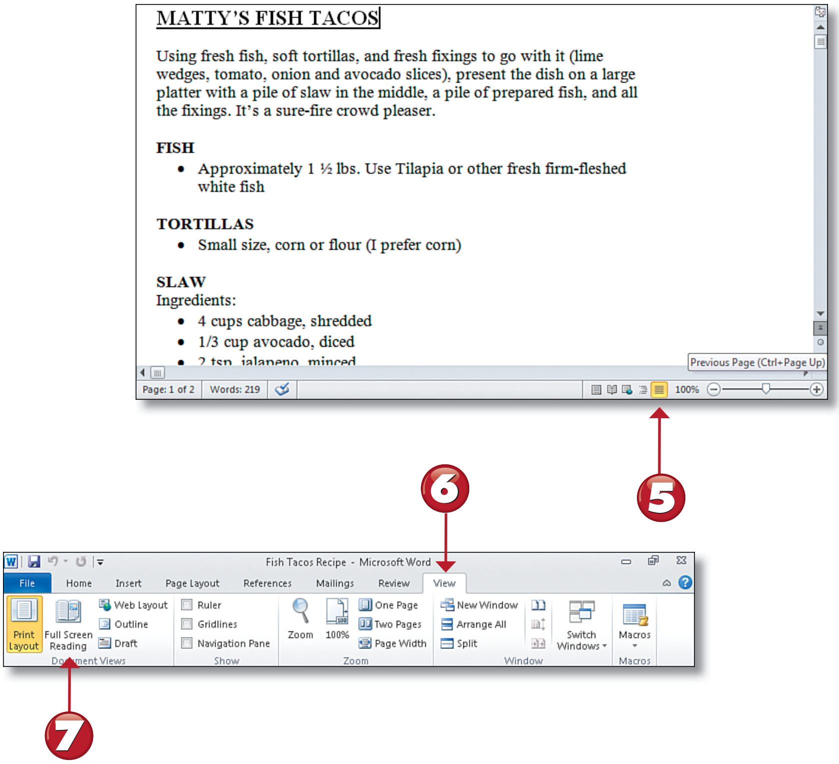
Ingredients:

- 3 tablespoons mayo
- 1 tablespoon milk
- ¾ tsp. chili powder
- 1 tsp. minced onion

Directions: Mix and set aside. (This can be doubled easily, if needed.)

1. Click **Print Layout** view to see how your document will appear when printed.
2. Click **Full Screen Reading** to see your document much like a book.
3. Click **Web Layout** to see your document as a Web page.
4. Click **Outline** to see your document in outline format.

Continued



MATTY'S FISH TACOS

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Ingredients:
- 4 cups cabbage, shredded
- 1/3 cup avocado, diced
- 2 tsp. jalapeno, minced

Previous Page (Ctrl+Page Up)
Page: 1 of 2
Words: 219
100%
5
6
Fish Tacos Recipe - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Print Layout
Full Screen Reading
Web Layout
Outline
Draft
Document Views
Ruler
Gridlines
Navigation Pane
Show
Zoom
100%
One Page
Two Pages
Page Width
Zoom
New Window
Arrange All
Split
Switch Windows
Window
Macros
Macros
7

5 Click **Draft** to see your document without graphics or other added elements.

6 Another way to switch views is by clicking the **View** tab on the Ribbon.

7 Click the document view you want to apply.

End

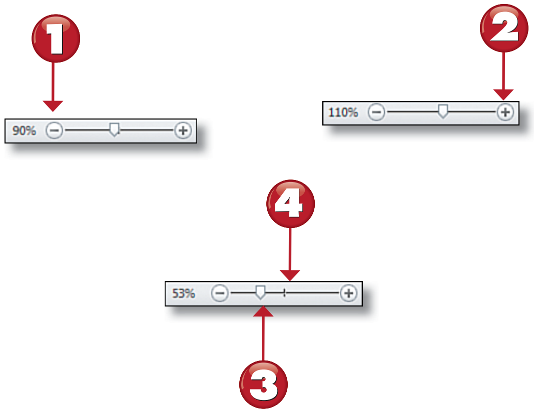
TIP

Outlining Tools When you switch to Outline view, Word displays an Outlining tab in the Ribbon with tools for changing heading levels, viewing different levels of the outline, and moving different outline headings around in the document. When you click another view mode, the Outlining tab is hidden again. ■

MAGNIFYING YOUR VIEW WITH ZOOM TOOLS

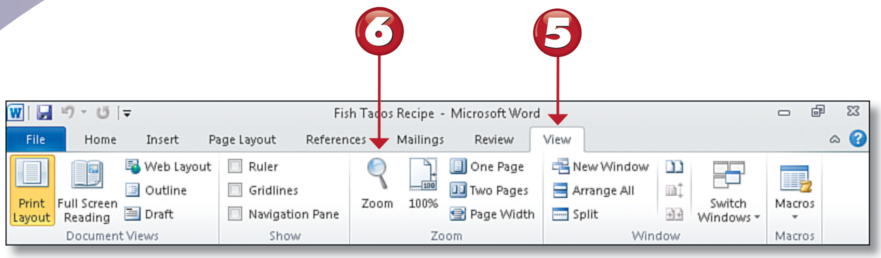
You can magnify your view of a document using the Zoom tools. You can zoom in to see the document up close or zoom out for a bird's eye view. The Zoom tool is based on percentages, with 100% being the normal document view just as it appears when printed. If your font size is small, you can zoom in to better view your text; or if you want to see how the document's margins appear, you can zoom out to see the entire page. The Status bar features a Zoom bar you can use to zoom in or out, or you can use the Zoom tools featured on the View tab on the Ribbon. The Zoom percentage always appears on the Status bar to let you know the current magnification setting.

Start



1. On the Status bar, click the **Zoom Out** button to zoom out in increments of 10%.
2. Click the **Zoom In** button to zoom in.
3. You can also drag the **Zoom** box right or left to quickly zoom in or out.
4. To return the view to 100%, click the middle of the Zoom bar.

Continued


6
5
Fish Tacos Recipe - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Print Layout
Full Screen Reading
Web Layout
Outline
Draft
Document Views
Ruler
Gridlines
Navigation Pane
Show
Zoom
100%
One Page
Two Pages
Page Width
Zoom
New Window
Arrange All
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Switch Windows
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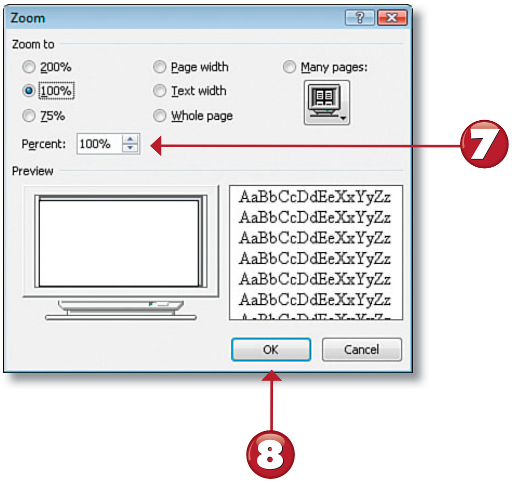
Macros
Macros


Zoom
Zoom to
○ 200%
● 100%
○ 75%
○ Page width
○ Text width
○ Whole page
○ Many pages:
Percent: 100%
Preview
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
OK
Cancel
7
8

5 Click the **View** tab on the Ribbon.

6 Click the **Zoom** button.

7 From the Zoom dialog box, click a new zoom option or use the spinner arrows to set a unique zoom percentage.

8 Click **OK** to apply the new setting.

End

TIP

100% Please To return a document view to normal, click the **100%** button on the View tab. ■

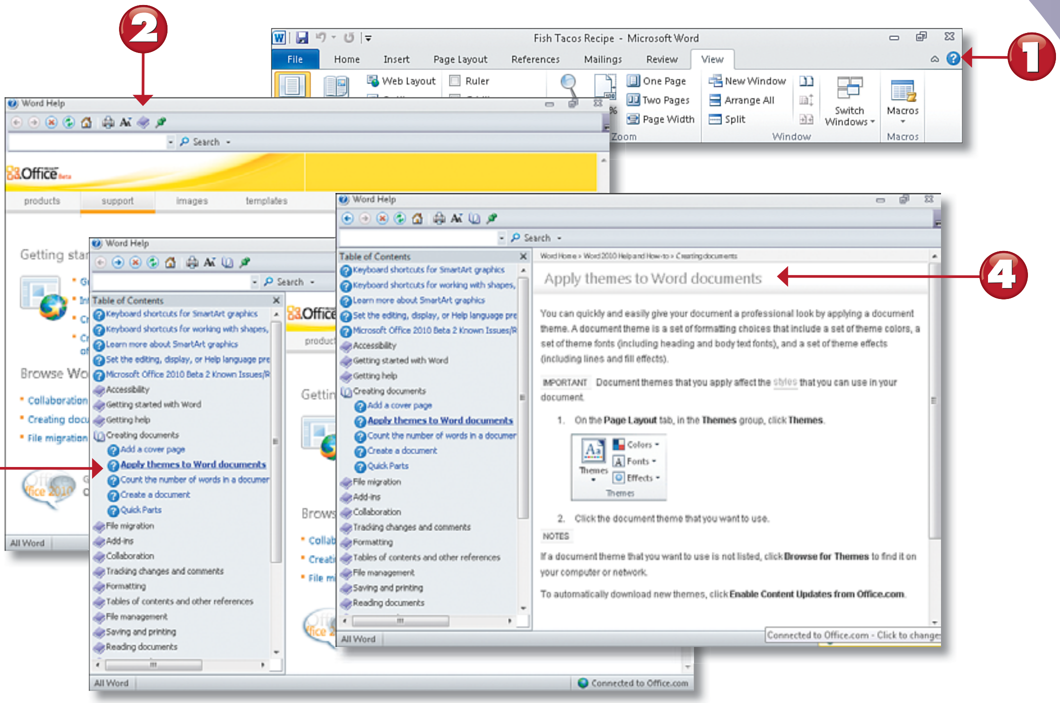
TIP

Page Views Among the Zoom options on the Ribbon's View tab are buttons for viewing a document's pages by choosing a singular page, two pages, or full page width. For even more page views, open the Zoom dialog box. ■

FINDING HELP WITH WORD 2010

Anytime you run into difficulty using Word, you can find assistance through the program's help files. With an online connection, you can access the Microsoft Office Online center directly and look up topics you want to learn more about. You can view a table of contents for all the available topics and click the one you want to read more about. The Word Help window works much like a browser window, letting you navigate from topic to topic.

Start


1
2
3
4
Fish Tacos Recipe - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Web Layout
Ruler
One Page
Two Pages
Page Width
New Window
Arrange All
Split
Switch Windows
Macros
Zoom
Window
Word Help
Search
Table of Contents
Keyboard shortcuts for SmartArt graphics
Keyboard shortcuts for working with shapes,
Learn more about SmartArt graphics
Set the editing, display, or Help language pre
Microsoft Office 2010 Beta 2 Known Issues/R
Accessibility
Getting started with Word
Getting help
Creating documents
Add a cover page
Apply themes to Word documents
Count the number of words in a documer
Create a document
Quick Parts
File migration
Add-ins
Collaboration
Tracking changes and comments
Formatting
Tables of contents and other references
File management
Saving and printing
Reading documents
All Word
Connected to Office.com
Connected to Office.com - Click to change

Word Home > Word 2010 Help and How-to > Creating documents

Apply themes to Word documents

You can quickly and easily give your document a professional look by applying a document theme. A document theme is a set of formatting choices that include a set of theme colors, a set of theme fonts (including heading and body text fonts), and a set of theme effects (including lines and fill effects).

IMPORTANT Document themes that you apply affect the styles that you can use in your document.

1. On the **Page Layout** tab, in the **Themes** group, click **Themes**.
2. Click the document theme that you want to use.

NOTES

If a document theme that you want to use is not listed, click **Browse for Themes** to find it on your computer or network.

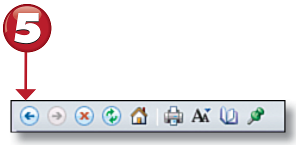
To automatically download new themes, click **Enable Content Updates from Office.com**.

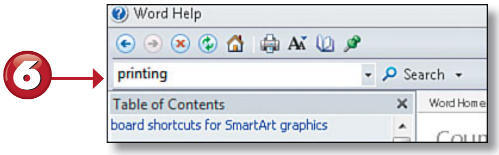
1. Click the **Help** button to open the Word Help window.
2. Click the **Show Table of Contents** button to open the Table of Contents pane.
3. Click a category and topic you want to view.
4. Word displays a page detailing more about the topic. You can click any links in the article to read related topics.

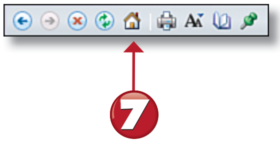
Continued

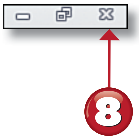
TIP

Table of Contents The Table of Contents pane toggles on or off. You can click the **Show Table of Contents** button anytime you want to display the pane of help topics on the left side of the Help window. Click the button again to toggle the pane display off. You can also click the pane's **Close** button to turn it off. ■




6
Word Help
printing
Search
Table of Contents
board shortcuts for SmartArt graphics
Word Home





5 You can use the Help window's tool buttons to navigate the Help pages just as if they were Web pages.

6 You can type in a keyword and click **Search** or press **Enter** to look up a specific topic.

7 To return to the main Help screen again, click the **Home** button.

8 Click the window's **Close** button to exit the Help window.

End

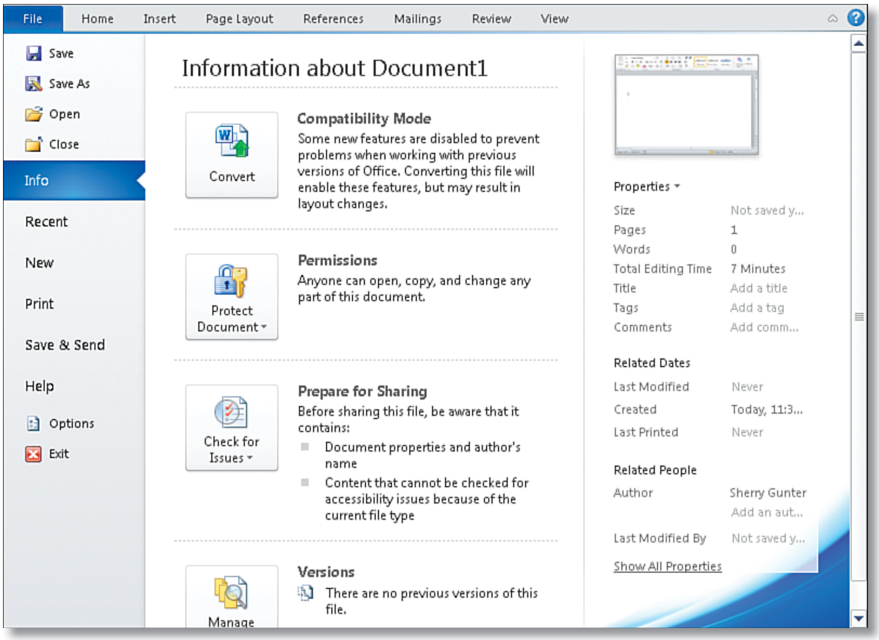
TIP

Larger Print You can adjust the size of the font found in the Help window by clicking the **Change Font Size** button and selecting another setting. ■

Chapter 2

WORKING WITH WORD DOCUMENTS

Files you create in Word are called *documents*. You can create, edit, and save your documents, reuse them again as new documents, turn them into templates to build more documents, and print them out. You can also tap into Word's security settings to assign permissions to control who edits your documents or use passwords to control who can view your documents. The tasks in this section focus entirely on working with document files. You'll learn how to save Word documents in different file formats, how to view multiple documents, and how to move or copy data between documents. All of the commands and features you use to work with documents are found in the Backstage view through the File tab.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Convert
Protect Document
Check for Issues
Manage
Show All Properties

Information about Document1

Compatibility Mode
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Permissions
Anyone can open, copy, and change any part of this document.

Prepare for Sharing
Before sharing this file, be aware that it contains:
- Document properties and author's name
- Content that cannot be checked for accessibility issues because of the current file type

Versions
There are no previous versions of this file.

Properties

Size	Not saved y...
Pages	1
Words	0
Total Editing Time	7 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comm...

Related Dates

Last Modified	Never
Created	Today, 11:3...
Last Printed	Never

Related People

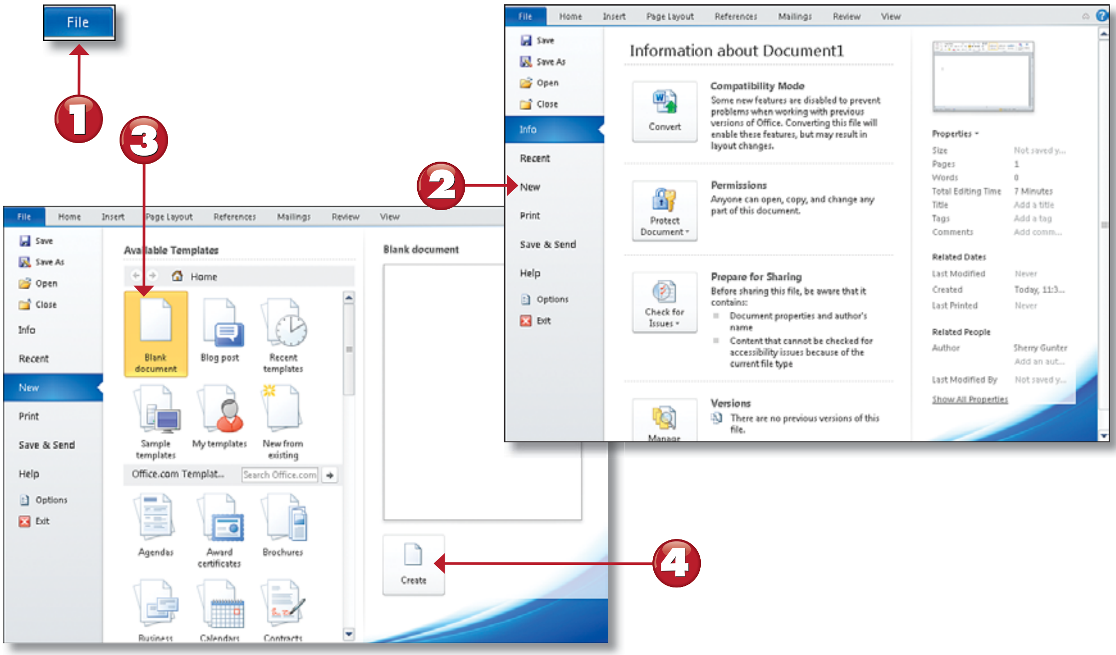
Author	Sherry Gunter Add an aut...
Last Modified By	Not saved y...

The Backstage view lets you control your Word documents in various ways all in one convenient spot.

STARTING A NEW DOCUMENT

Whenever you open the Word program window, there's a brand new document waiting for you to begin working with. After you start adding content to the document, you can save it as a file and revisit it again. You can also start new documents at any time. To start a new document, use the File tab to open the Backstage view. The Backstage view is your one-stop spot for all things related to documents. To start a new blank document, choose the Blank Document template. To learn more about using templates, see the task "Applying a Template" later in this chapter.

Start


File
1
3
2
4
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Available Templates
Home
Blank document
Blog post
Recent templates
Sample templates
My templates
New from existing
Office.com Templat...
Search Office.com
Agendas
Award certificates
Brochures
Business
Calendars
Contracts
Blank document
Create
Convert
Protect Document
Check for Issues
Manage
Properties
Show All Properties

Information about Document1

Compatibility Mode
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Permissions
Anyone can open, copy, and change any part of this document.

Prepare for Sharing
Before sharing this file, be aware that it contains:
- Document properties and author's name
- Content that cannot be checked for accessibility issues because of the current file type

Versions
There are no previous versions of this file.

Size	Not saved y...
Pages	1
Words	0
Total Editing Time	7 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comm...

Related Dates

Last Modified	Never
Created	Today, 11:3...
Last Printed	Never

Related People

Author	Sherry Gunter Add an aut...
Last Modified By	Not saved y...

1. Click the **File** tab to open the Backstage view menu.
2. Click **New**.
3. Click **Blank Document**. You can also choose a document type from the list of available templates; click the one you want to use as a base for the new document to see a sample of the document in the right pane.
4. Click **Create**.

End

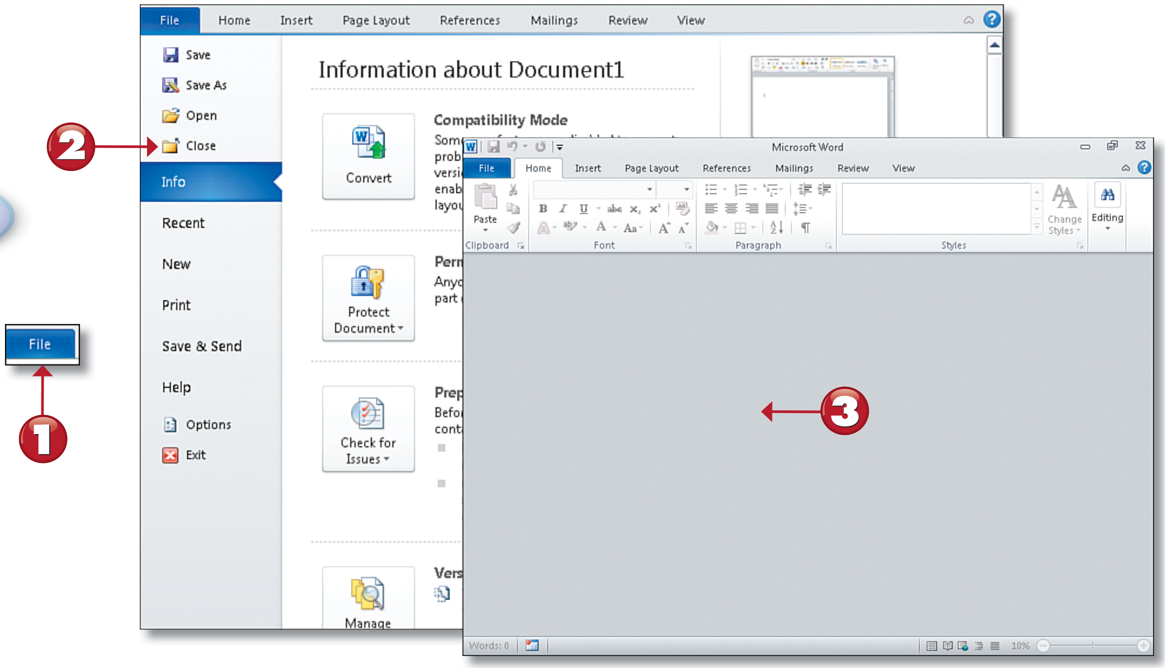
TIP

Quick Start You can also double-click the template you want to create in the Backstage view to open the document immediately. ■

CLOSING A DOCUMENT

You can close documents you no longer want to edit to free up some processing power on your computer. Closing a document does not close the program window, just the file you were working on. If you haven't saved your work before exiting, Word prompts you to do so before exiting the file.

Start

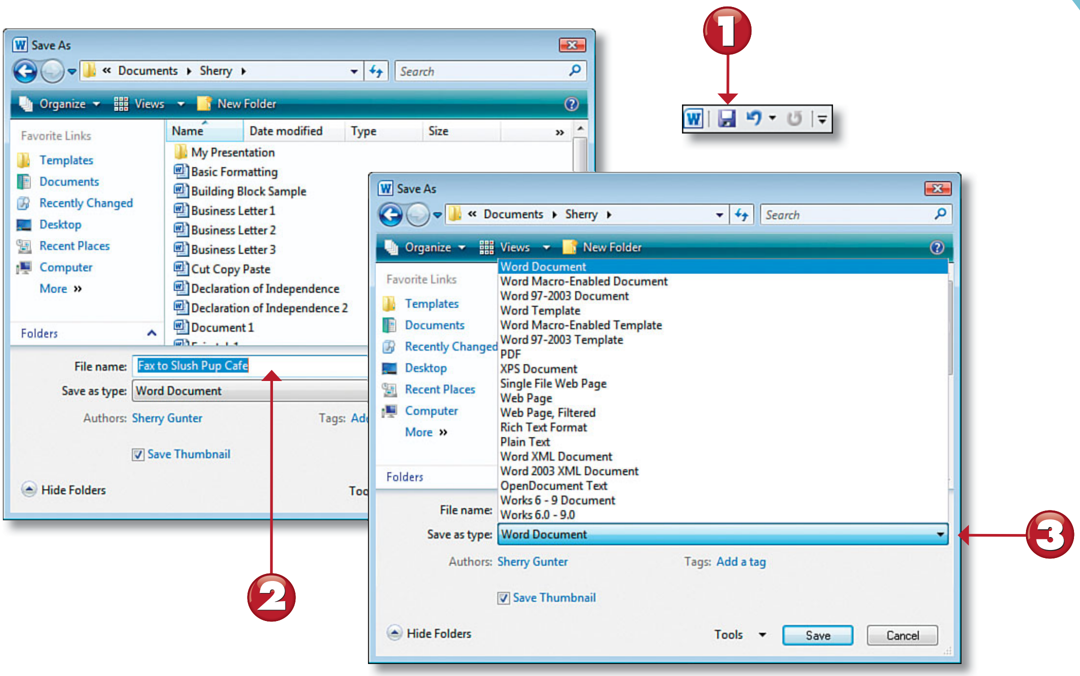

File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Information about Document1
Convert
Compatibility Mode
Protect Document
Check for Issues
Manage
Microsoft Word
Paste
Clipboard
Font
Paragraph
Styles
Change Styles
Editing
Words: 0
10%
1
2
3

1. Click the **File** tab.
2. Click **Close**.
3. If no other documents are open, Word simply displays an empty space in the document area.

End

SAVING A DOCUMENT

After you start adding content to a document, you can save the file to reuse it again later. Word document files are saved in the .docx file format unless you specify otherwise. For most users, the file format designation works behind the scenes and you never see the .docx file extension as part of the filename unless you have the feature turned on. You can save your Word documents as other file formats, if needed. For example, you can save a document as a PDF file or a Web page to share with someone who doesn't have Word.


Save As
Documents ▸ Sherry ▸
Search
Organize
Views
New Folder
Favorite Links
Templates
Documents
Recently Changed
Desktop
Recent Places
Computer
More »
Folders
Name
Date modified
Type
Size
My Presentation
Basic Formatting
Building Block Sample
Business Letter 1
Business Letter 2
Business Letter 3
Cut Copy Paste
Declaration of Independence
Declaration of Independence 2
Document 1
Word Document
Word Macro-Enabled Document
Word 97-2003 Document
Word Template
Word Macro-Enabled Template
Word 97-2003 Template
PDF
XPS Document
Single File Web Page
Web Page
Web Page, Filtered
Rich Text Format
Plain Text
Word XML Document
Word 2003 XML Document
OpenDocument Text
Works 6 - 9 Document
Works 6.0 - 9.0
Tags: Add a tag
Hide Folders
Tools
Save
Cancel
1
2
3

File name: Fax to Slush Pup Cafe

Save as type: Word Document

Authors: Sherry Gunter

☑ Save Thumbnail

1. Click the **Save** button on the Quick Access toolbar to open the Save As dialog box.

2. Click in the **File name** box and type a name for the file.

3. To save the file in a different file format, click the **Save as Type** drop-down arrow and choose another format.

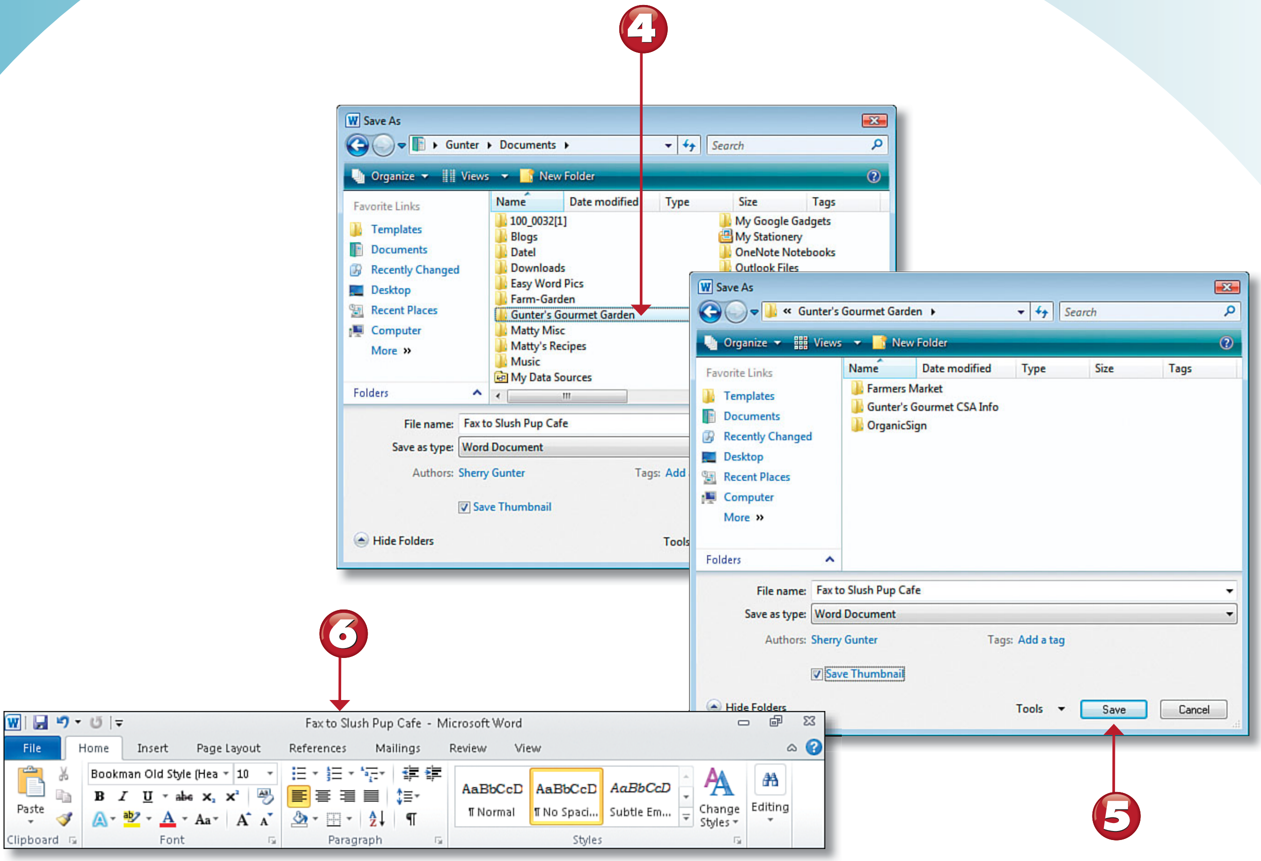
Continued

TIP

File Naming Rules When it comes to naming your documents, avoid using the following illegal characters: **/ \ : < > | * ?** or **“** in your filenames. You can use a period as part of your filename, such as **memo1.sherry.docx**. ■

TIP

Quick Save If you've already saved a file, you don't have to name it again. You can just save it to its existing name by clicking the **Save** button in the Quick Access toolbar. ■


4
Save As
Gunter ▸ Documents ▸
Organize
Views
New Folder
Favorite Links
Templates
Documents
Recently Changed
Desktop
Recent Places
Computer
More »
Folders
Name
Date modified
Type
Size
Tags
100_0032[1]
Blogs
Datel
Downloads
Easy Word Pics
Farm-Garden
Gunter's Gourmet Garden
Matty Misc
Matty's Recipes
Music
My Data Sources
My Google Gadgets
My Stationery
OneNote Notebooks
Outlook Files
Save As
« Gunter's Gourmet Garden ▸
Farmers Market
Gunter's Gourmet CSA Info
OrganicSign
Hide Folders
Tools
Save
Cancel
6
5
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Bookman Old Style (Hea
10
AaBbCcD
¶ Normal
¶ No Spaci...
Subtle Em...
Change Styles
Editing
Clipboard
Font
Paragraph
Styles

File name: Fax to Slush Pup Cafe

Save as type: Word Document

Authors: Sherry Gunter

Tags: Add a tag

☑ Save Thumbnail

Fax to Slush Pup Cafe - Microsoft Word

④ To save a document to a specific folder, navigate to the folder and double-click it.

⑤ Click **Save**.

⑥ The new document name appears on the Title bar.

End

TIP

Save an Existing File with a New Filename To duplicate a file and give it a new name, click the **File** tab and then click **Save As**. This opens the Save As dialog box, and you can type a new name for the document and save it. ■

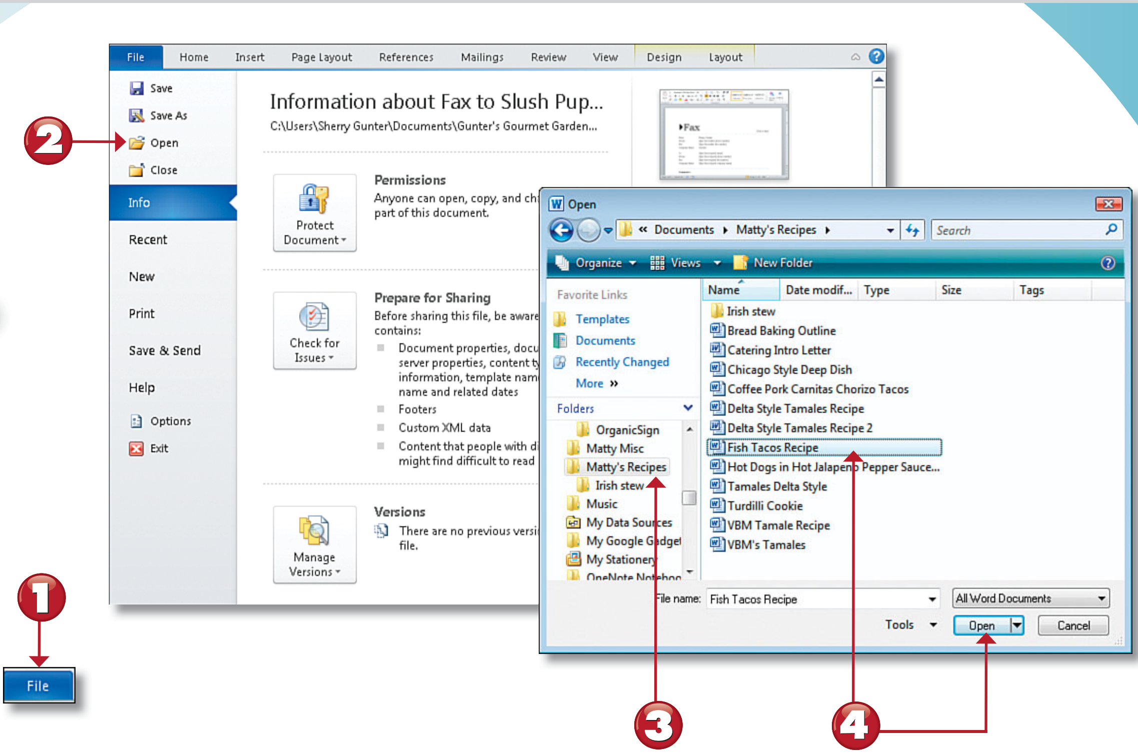
TIP

The File Tab You can also access the Save As dialog box through Backstage view. Click the **File** tab and then click **Save As**. ■

OPENING A DOCUMENT

You can open documents you previously saved to work on them again. You can use the Backstage view to open files through the Open options or you can view a list of recent documents and choose one from the list. You can even keep your favorite documents listed on the Recent Documents list so you can always access them quickly.

Start


File
Home
Insert
Page Layout
References
Mailings
Review
View
Design
Layout
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Protect Document
Check for Issues
Manage Versions
Permissions
Prepare for Sharing
Versions
Open
Documents
Matty's Recipes
Search
Organize
Views
New Folder
Favorite Links
Templates
Documents
Recently Changed
More
Folders
OrganicSign
Matty Misc
Matty's Recipes
Irish stew
Music
My Data Sources
My Google Gadget
My Stationery
OneNote Notebook
Name
Date modif...
Type
Size
Tags
Irish stew
Bread Baking Outline
Catering Intro Letter
Chicago Style Deep Dish
Coffee Pork Carnitas Chorizo Tacos
Delta Style Tamales Recipe
Delta Style Tamales Recipe 2
Fish Tacos Recipe
Hot Dogs in Hot Jalapeno Pepper Sauce...
Tamales Delta Style
Turdilli Cookie
VBM Tamale Recipe
VBM's Tamales
Tools
Open
Cancel
File
1
2
3
4

Information about Fax to Slush Pup...

C:\Users\Sherry Gunter\Documents\Gunter's Gourmet Garden...

Anyone can open, copy, and ch part of this document.

Before sharing this file, be aware contains:

- Document properties, docu server properties, content t information, template nam name and related dates
- Footers
- Custom XML data
- Content that people with d might find difficult to read

There are no previous versi file.

File name: Fish Tacos Recipe

All Word Documents

1. Click the **File** tab.

2. Click **Open** to display the Open dialog box.

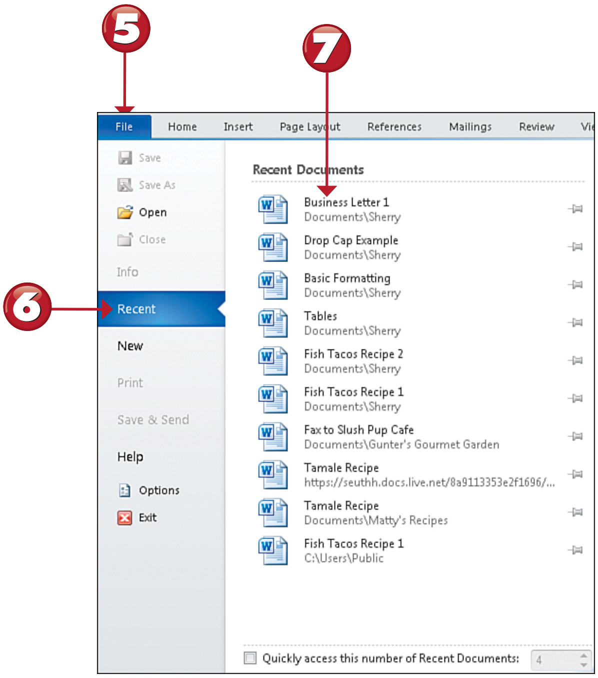
3. In the Folders pane, navigate to the folder containing the document you want to open.

4. Click the filename and click **Open**.

Continued

TIP

Pin a File You can keep your favorite documents listed in the Recent Files list by pinning them there with the pushpin icon located to the right of the filename. You can un-pin a document again when you no longer want it pinned to the list. ■


5
7
6
File
Home
Insert
Page Layout
References
Mailings
Review
Vi
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Recent Documents

Business Letter 1
Documents\Sherry

Drop Cap Example
Documents\Sherry

Basic Formatting
Documents\Sherry

Tables
Documents\Sherry

Fish Tacos Recipe 2
Documents\Sherry

Fish Tacos Recipe 1
Documents\Sherry

Fax to Slush Pup Cafe
Documents\Gunter's Gourmet Garden

Tamale Recipe
https://seuthh.docs.live.net/8a9113353e2f1696/...

Tamale Recipe
Documents\Matty's Recipes

Fish Tacos Recipe 1
C:\Users\Public

☐ Quickly access this number of Recent Documents: 4

5 Click the **File** tab.

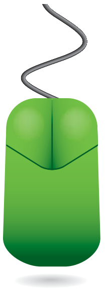
6 Click **Recent**.

7 Click the document you want to open.

End

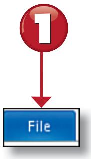
TIP

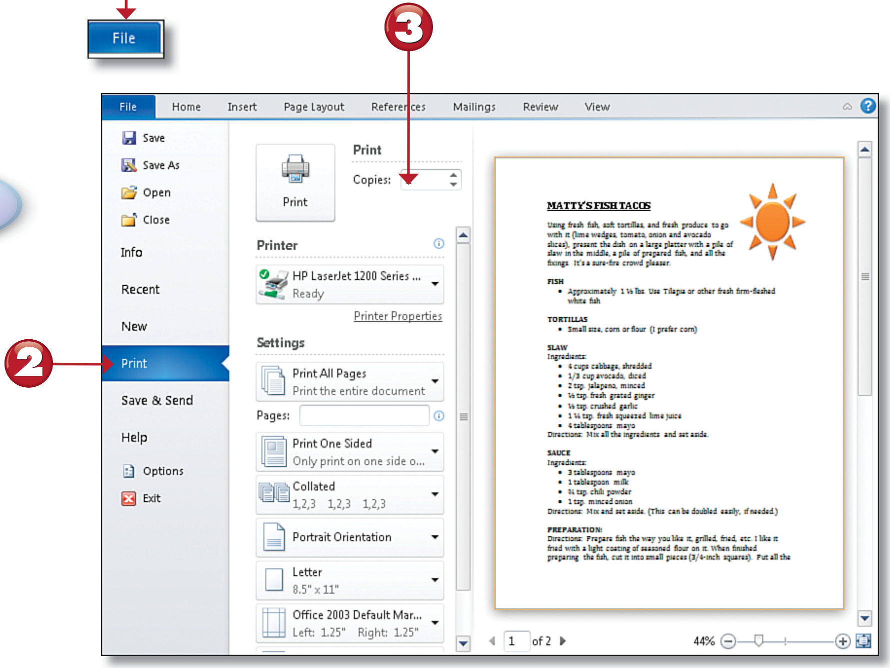
Shortcut Idea If you get tired of opening the File tab to the Backstage view every time you want to open a file, you can add the Open command to your Quick Access toolbar to save yourself a step. See the task “Customizing the Quick Access Toolbar” in Chapter 1, “Getting Started with Word,” to learn more. ■



PRINTING A DOCUMENT

When you're ready to print a document, you can choose from a range of printing options through the Backstage view as well as preview the document page by page. You can control the number of copies you print, the page orientation, and the printer you use.





Print

Copies:

Printer

HP LaserJet 1200 Series ...
Ready

Print All Pages
Print the entire document

Pages:

Print One Sided
Only print on one side o...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Office 2003 Default Mar...
Left: 1.25" Right: 1.25"

MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present the dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser.

FISH
- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-fleshed white fish

TORTILLAS
- Small size, corn or flour (I prefer corn)

SLAW
Ingredients:
- 4 cups cabbage, shredded
- 1/3 cup avocado, diced
- 2 tsp. jalapeno, minced
- ½ tsp. fresh grated ginger
- ½ tsp. crushed garlic
- 1 ¼ tsp. fresh squeezed lime juice
- 4 tablespoons mayo

Directions: Mix all the ingredients and set aside.

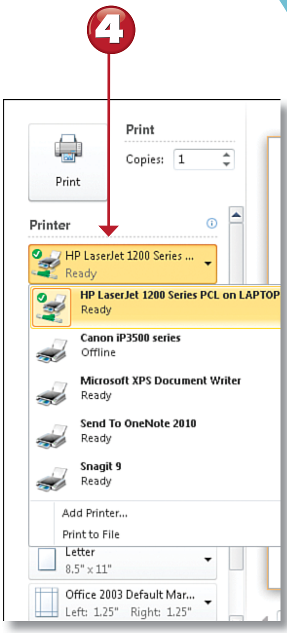
SAUCE
Ingredients:
- 3 tablespoons mayo
- 1 tablespoon milk
- ¼ tsp. chili powder
- 1 tsp. minced onion

Directions: Mix and set aside. (This can be doubled easily, if needed.)

PREPARATION:
Directions: Prepare fish the way you like it, grilled, fried, etc. I like it fried with a light coating of seasoned flour on it. When finished preparing the fish, cut it into small pieces (3/4-inch squares). Put all the

1 of 2

44%



Print

Copies: 1

Printer

HP LaserJet 1200 Series ...
Ready

HP LaserJet 1200 Series PCL on LAPTOP
Ready

Canon iP3500 series
Offline

Microsoft XPS Document Writer
Ready

Send To OneNote 2010
Ready

Snagit 9
Ready

Letter
8.5" x 11"

Office 2003 Default Mar...
Left: 1.25" Right: 1.25"

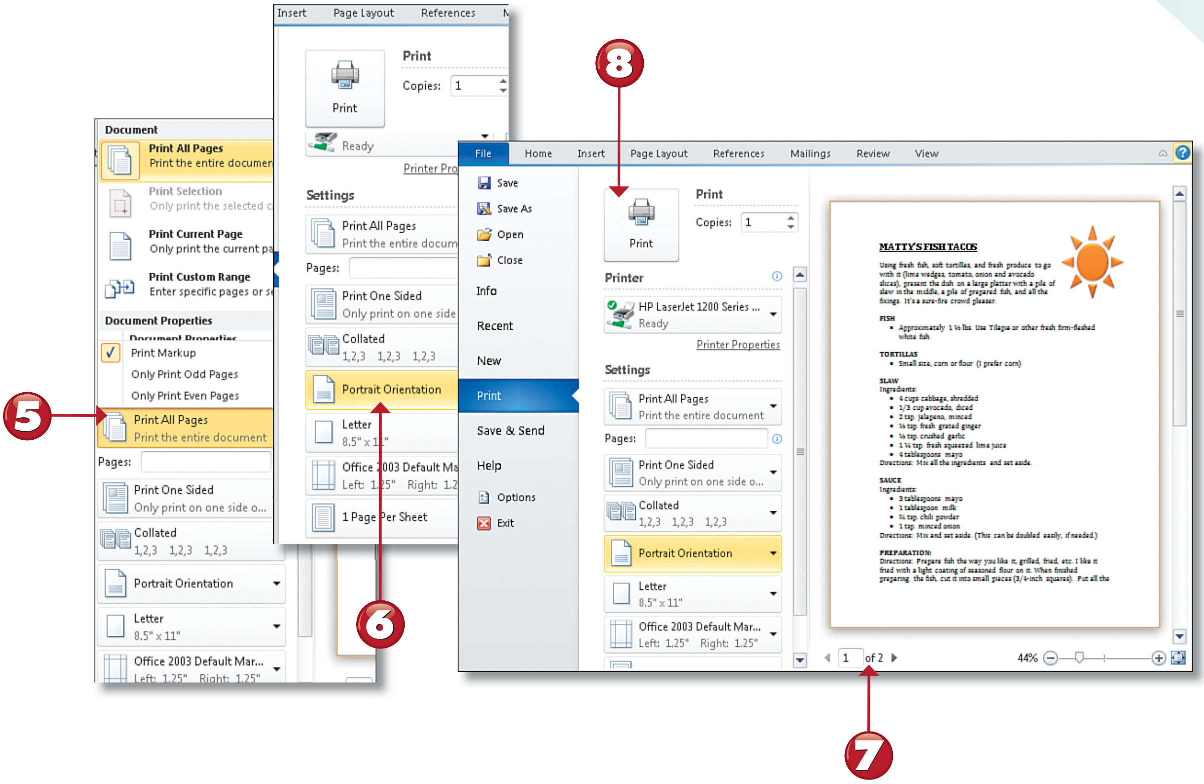
Start

1. Click the **File** tab.
2. Click **Print** to display the print options and view a preview of the document.
3. Specify the number of copies you want to print.
4. To change the printer, click the **Printer** menu and select another from the list.

Continued

TIP

Quick Print To print the document using the default settings, just click the **Print** button. For even faster printing, add the Print button to your Quick Access toolbar. See the task "Customizing the Quick Access Toolbar" in Chapter 1 to learn more. ■


5
6
7
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File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Print
Copies: 1
Printer
HP LaserJet 1200 Series ...
Ready
Printer Properties
Settings
Print All Pages
Print the entire document
Pages:
Print One Sided
Only print on one side o...
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
Letter
8.5" x 11"
Office 2003 Default Mar...
Left: 1.25" Right: 1.25"
1 Page Per Sheet
Document
Print All Pages
Print the entire document
Print Selection
Only print the selected
Print Current Page
Only print the current pa
Print Custom Range
Enter specific pages or s
Document Properties
Print Markup
Only Print Odd Pages
Only Print Even Pages
1 of 2
44%
MATTY'S FISH TACOS

5 Click here to specify whether you want to print the whole document, selected text, the current page, or a custom range. You can also specify a range of pages to print.

6 Scroll down to view settings for choosing paper orientation, paper size, margins, and collating documents. Simply click the menu item you want to change and make your selections.

7 If your document has more than one page, you can click the page buttons to view each page before printing.

8 Click the **Print** button to print the document.

End

TIP

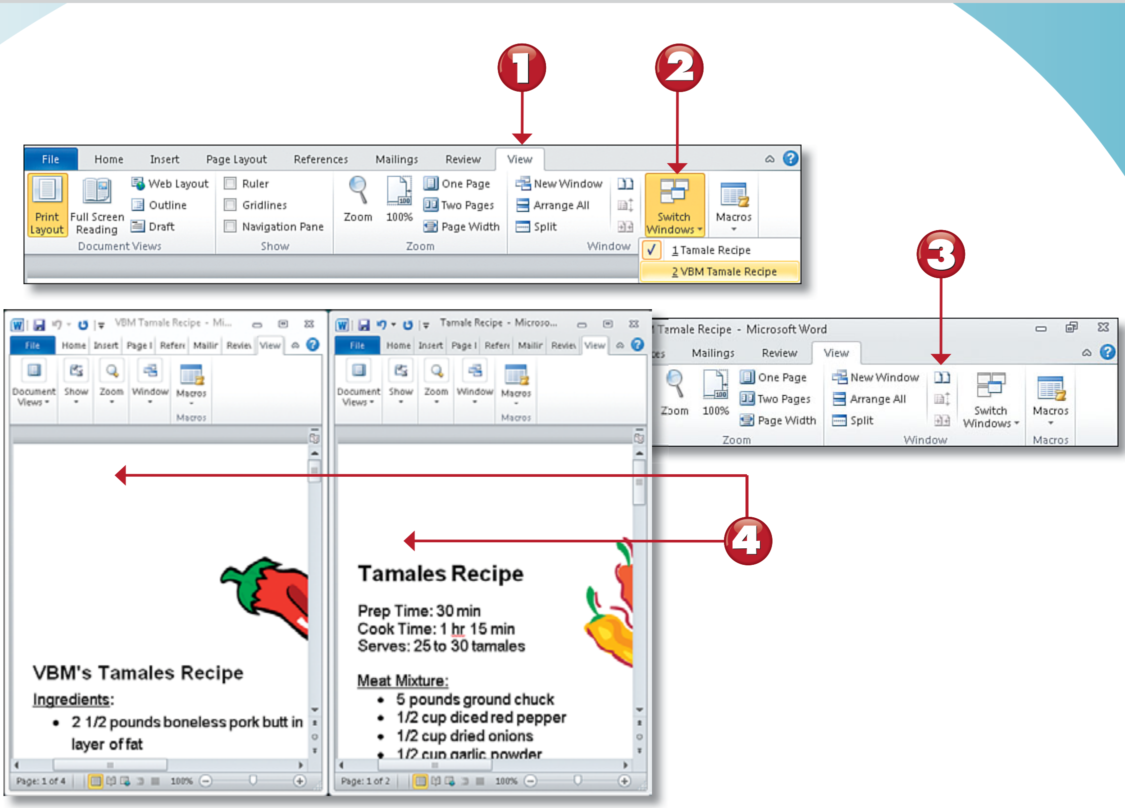
Zoom Your Preview Click the **Zoom** bar buttons to zoom the print preview in or out to see more or less of your document's contents. ■

TIP

More Print Options Use the **Printer Properties** link in the print settings to open the Properties dialog box, which gives you additional layout and paper/quality settings. ■

VIEWING MULTIPLE DOCUMENTS

You can open and work with multiple documents in Word. For example, you might want to open two documents and compare them side by side. When you open two or more documents, you can use the View tools to control how you view them.


1
2
3
4
File
Home
Insert
Page Layout
References
Mailings
Review
View
Print Layout
Full Screen Reading
Web Layout
Outline
Draft
Document Views
Ruler
Gridlines
Navigation Pane
Show
Zoom
100%
One Page
Two Pages
Page Width
New Window
Arrange All
Split
Window
Switch Windows
Macros
1 Tamale Recipe
2 VBM Tamale Recipe
VBM Tamale Recipe - Mi...
Tamale Recipe - Microso...
Tamale Recipe - Microsoft Word
Page: 1 of 4
Page: 1 of 2
100%

VBM's Tamales Recipe

Ingredients:

- 2 1/2 pounds boneless pork butt in layer of fat

Tamales Recipe

Prep Time: 30 min
Cook Time: 1 hr 15 min
Serves: 25 to 30 tamales

Meat Mixture:

- 5 pounds ground chuck
- 1/2 cup diced red pepper
- 1/2 cup dried onions
- 1/2 cup garlic powder

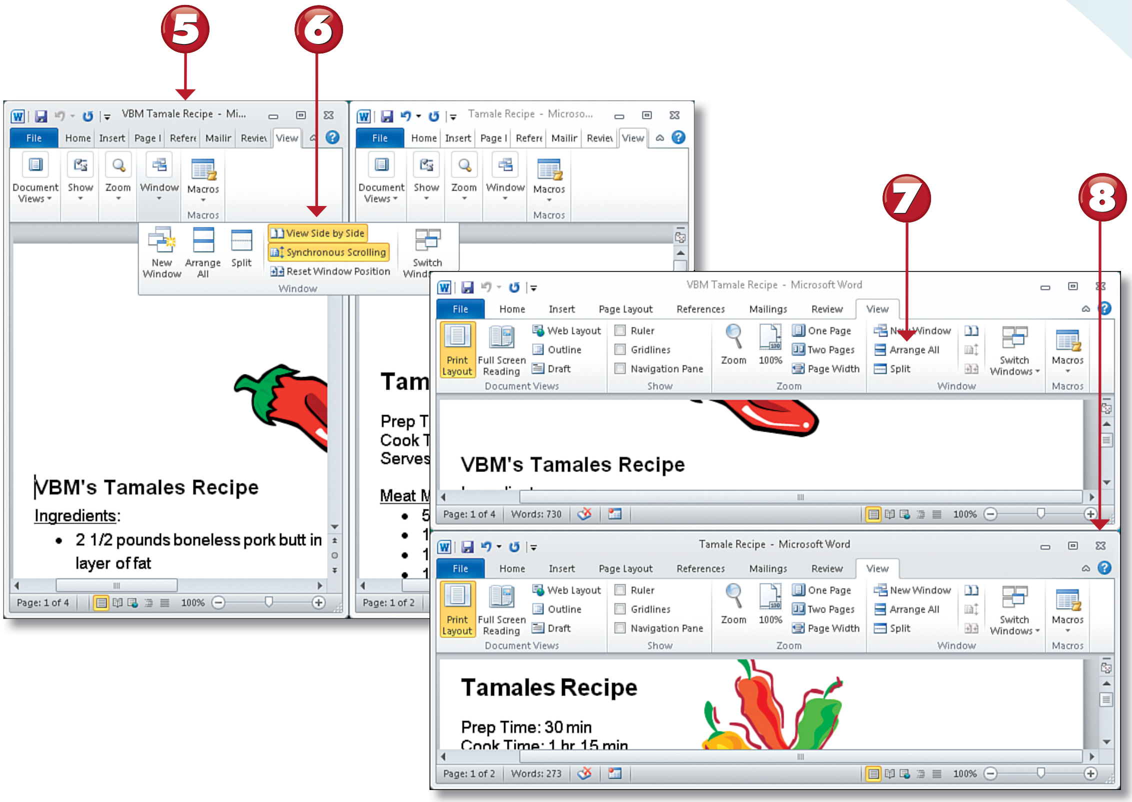
Start

1. With two or more documents open, click the **View** tab on the Ribbon.
2. Click the **Switch Windows** button and click the document you want to view.
3. To view two document windows at the same time, click the **View Side by Side** button.
4. Word displays both documents side by side onscreen.

Continued

TIP

Side by Side Options When you activate the View Side by Side feature, two additional options become available: Synchronous Scrolling and Reset Window Position. **Synchronous Scrolling** is activated by default and allows you to scroll through both document windows simultaneously. The **Reset Window Position** button lets you return both windows to the same position. ■


5
6
7
8
View Side by Side
Synchronous Scrolling
Reset Window Position
Arrange All
VBM's Tamales Recipe
Tamales Recipe

5 To make a document active for edits, click the document's title bar.

6 To turn off side by side viewing, click the **View Side by Side** button located under the **Window** options on the shortened Ribbon.

7 To view multiple documents tiled horizontally instead of vertically, click the **Arrange All** button.

8 Click the **Close** button to close a document at any time, or click the **Maximize** button to return a document to its full window again.

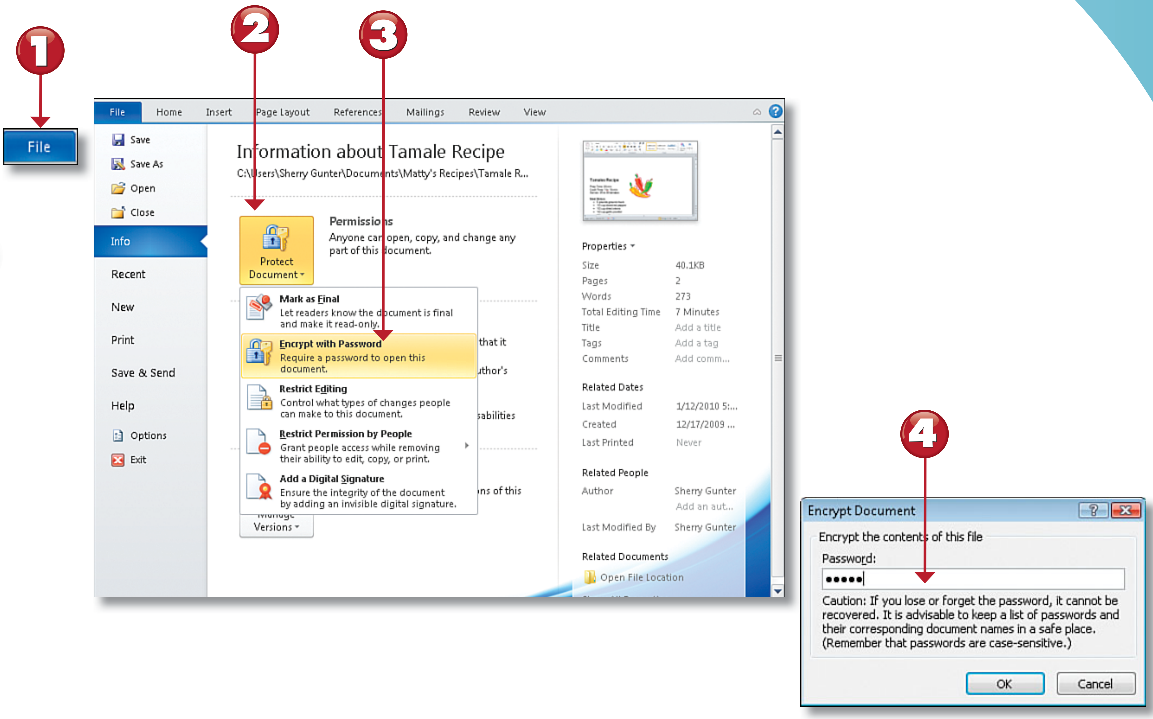
End

TIP

Split a Window You can split the current document window into two scrollable parts. For example, if you're making a long table, you might want the top of the table with all the headings to stay in view while adding additional content at the bottom of the table. Click the **Split** button on the View tab to keep the top portion onscreen and then click on the document where you want the split to occur. Click the **Remove Split** button to toggle the feature off. ■

ASSIGNING DOCUMENT PASSWORDS

You can assign a password to a document to prevent unauthorized access to the file. It's crucial when creating a password to make sure you keep it in a safe place. If you forget it, you will not be able to recover the document. Word passwords are case-sensitive, and, as with any passwords you assign, stronger passwords include both numbers and letters.


1
2
3
4
File
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Protect Document
Manage Versions
Properties
Related Dates
Related People
Related Documents
Open File Location
Encrypt Document
OK
Cancel

Information about Tamale Recipe

C:\Users\Sherry Gunter\Documents\Matty's Recipes\Tamale R...

Permissions

Anyone can open, copy, and change any part of this document.

Mark as Final Let readers know the document is final and make it read-only.

Encrypt with Password Require a password to open this document.

Restrict Editing Control what types of changes people can make to this document.

Restrict Permission by People Grant people access while removing their ability to edit, copy, or print.

Add a Digital Signature Ensure the integrity of the document by adding an invisible digital signature.

Size	40.1KB
Pages	2
Words	273
Total Editing Time	7 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comm...
Last Modified	1/12/2010 5:...
Created	12/17/2009 ...
Last Printed	Never
Author	Sherry Gunter Add an aut...
Last Modified By	Sherry Gunter

Encrypt the contents of this file

Password: ●●●●●

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)

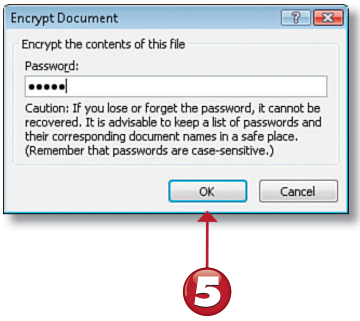
Start

1. Click the **File** tab.
2. Under the **Info** category, click the **Protect Document** button.
3. Click **Encrypt with Password** to open the Encrypt Document dialog box.
4. Type a password.

Continued

TIP

Remove a Password To remove a password, click the **Change Password** button located under the Permissions settings. Delete the current password from the Encrypt Document dialog box and click **OK**. When you save the file, the password is permanently removed. ■

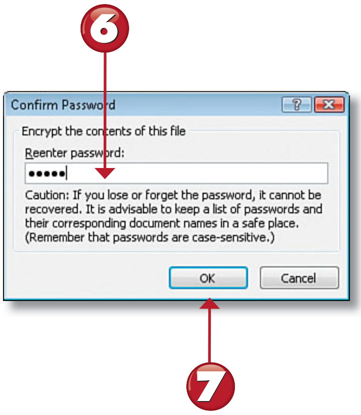


Encrypt Document

Encrypt the contents of this file

Password: •••••

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)

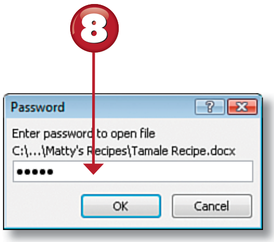


Confirm Password

Encrypt the contents of this file

Reenter password: •••••

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)



Password

Enter password to open file
C:\...\Matty's Recipes\Tamale Recipe.docx

•••••

5 Click **OK** and the Confirm Password dialog box opens.

6 Retype the password.

7 Click **OK**. Be sure to save your file before closing it or the password will not be saved as part of the document.

8 The next time you open the file, a Password prompt box appears. Type the password you assigned and click **OK**.

End

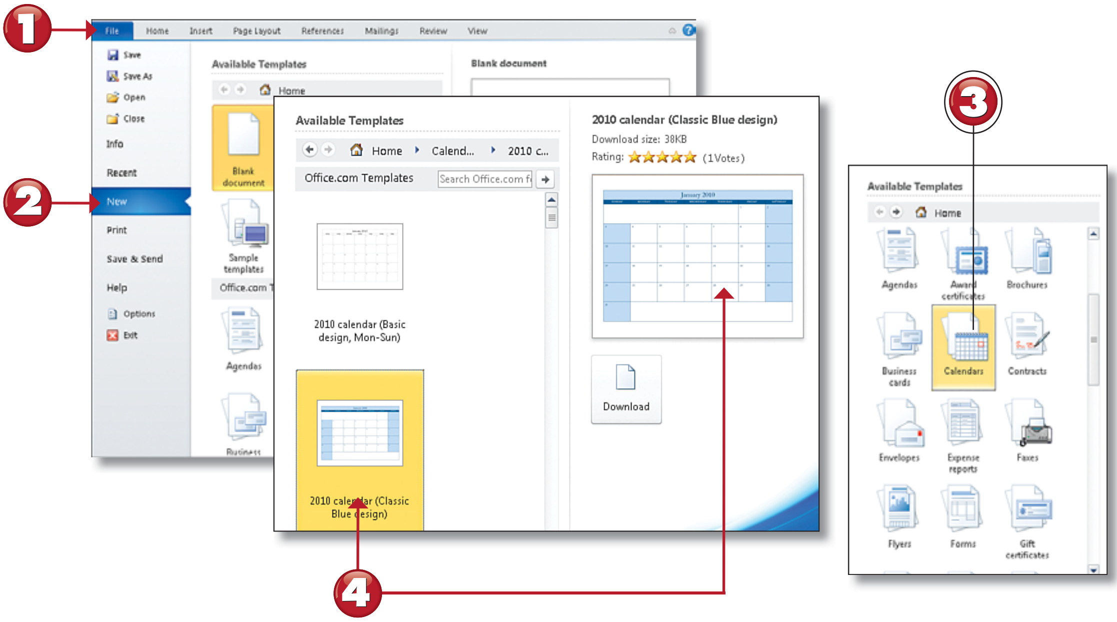
TIP

Add a Digital Signature You can add a digital signature to a Word document to ascertain its authenticity. Click the **Protect Document** button and click **Add a Digital Signature**. Click **OK** in the prompt box that appears and follow the instructions for adding or creating a digital signature. ■

APPLYING A TEMPLATE

Word installs with a variety of ready-made, pre-formatted templates you can use to create all kinds of documents, from brochures and business cards to calendars and budgets. With an online connection, you can find even more on the Office.com website. By default, Backstage view displays both installed templates and online templates. Most templates include placeholder text and graphical elements that can be replaced by your own text. Depending on the template you select in Backstage view, you might first need to download it from the Office website in order to apply it to a document.

Start


1
2
3
4
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
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Recent
New
Print
Save & Send
Help
Options
Exit
Available Templates
Blank document
Home
Blank document
Sample templates
Office.com Templates
Agendas
Business
Available Templates
Home
Calend...
2010 c...
Office.com Templates
Search Office.com f
2010 calendar (Basic design, Mon-Sun)
2010 calendar (Classic Blue design)
2010 calendar (Classic Blue design)
Download size: 38KB
Rating: ★★★★★ (1 Votes)
Download
Available Templates
Home
Agendas
Award certificates
Brochures
Business cards
Calendars
Contracts
Envelopes
Expense reports
Faxes
Flyers
Forms
Gift certificates

1. Click the **File** tab.

2. Click **New** to display the available templates, including installed templates and templates available through the Office Online site.

3. Scroll through the list pane to view the available templates. Some templates are stored in folders; click a folder to display its related templates.

4. Click a template to preview it in the preview pane, if available.

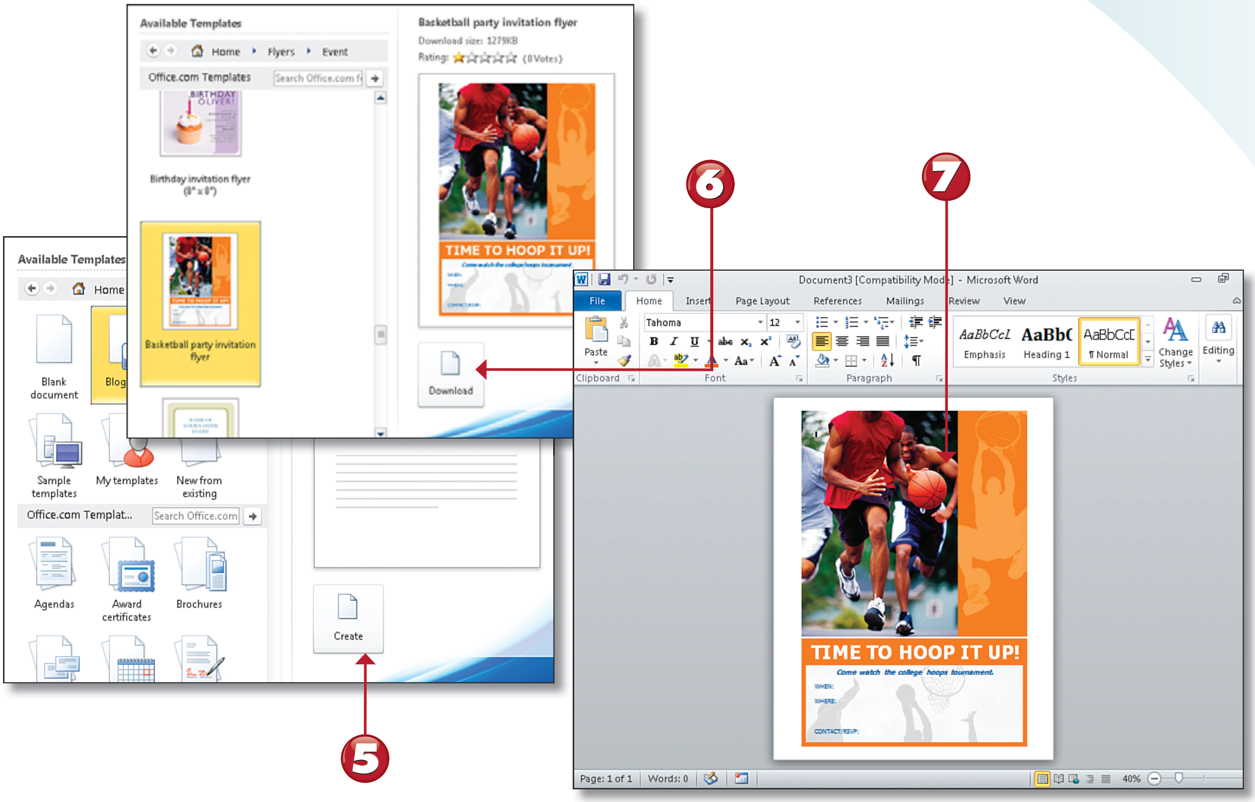
Continued

TIP

Navigating the New Options You can use the navigation bar at the top of the New options to move back and forth between lists of templates. Click the **Home** button to return to the original listing. ■

TIP

Finding More Templates You can conduct a search for more templates on the Office website. Click in the **Search Microsoft** box in Backstage view and type a keyword or phrase, then click the **Search** arrow or press **Enter**. ■


Available Templates
Home
Flyers
Event
Office.com Templates
Search Office.com
Birthday invitation flyer (8" x 8")
Basketball party invitation flyer
Basketball party invitation flyer
Download size: 1279KB
Rating: (0 Votes)
TIME TO HOOP IT UP!
Download
Blank document
Blog
Sample templates
My templates
New from existing
Office.com Templat...
Agendas
Award certificates
Brochures
Create
Document3 [Compatibility Mode] - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Tahoma
12
Clipboard
Font
Paragraph
Styles
Emphasis
Heading 1
¶ Normal
Change Styles
Editing
TIME TO HOOP IT UP!
Come watch the college hoops tournament.
WHEN:
WHERE:
CONTACT/RSVP:
Page: 1 of 1
Words: 0
40%
5
6
7

5 When you find a template you like, click the **Create** button to apply it to the document.

6 Some templates may need to be downloaded first; click the **Download** button to add it to your computer.

7 After you've applied a template, you can replace the placeholder text or graphics with your own.

End

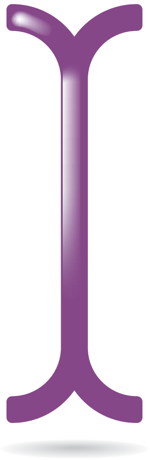
TIP

Create Your Own Template You can save an existing document as a template file to reuse to build other documents. Click the **File** tab and then click **Save As**. In the Save As dialog box, assign a unique name to the file, then click the **Save as Type** menu and choose **Word Template** as the file type. Click **Save** and the new template is created. By default, Word saves templates in the Templates folder for easy access unless directed otherwise. ■

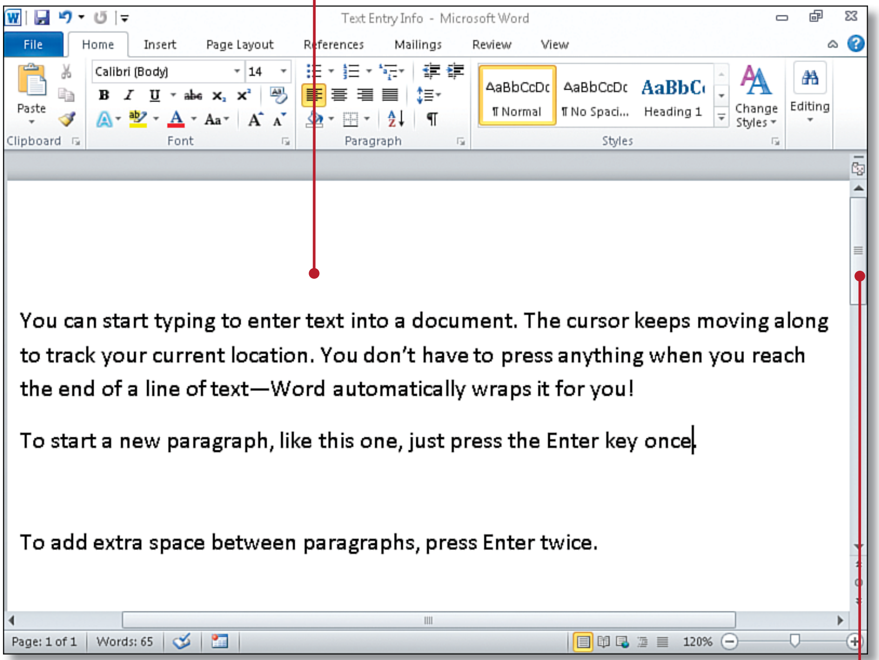
Chapter 3

ENTERING TEXT

To start building a document, begin by entering your text. Word is set up so you can start typing right away in a fresh, new document file. A blinking cursor marks your current location in a document. You can click anywhere in a document and start typing from that point onward. As you type, the cursor marks your spot on the page. In this chapter, you'll learn the basics for adding text, including how to insert special symbols, select text, move and copy text, and use pre-built text elements.



Use the Document area to add and edit text.


Text Entry Info - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
14
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
Change Styles
Styles
Editing
Page: 1 of 1
Words: 65
120%

You can start typing to enter text into a document. The cursor keeps moving along to track your current location. You don't have to press anything when you reach the end of a line of text—Word automatically wraps it for you!

To start a new paragraph, like this one, just press the Enter key once.

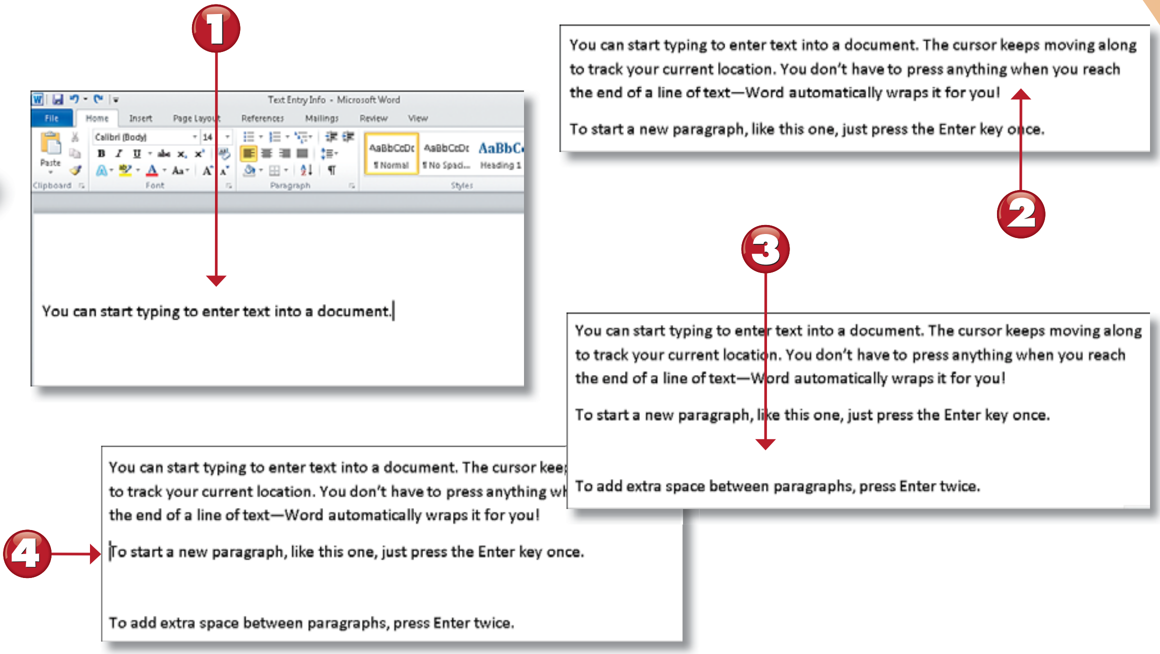
To add extra space between paragraphs, press Enter twice.

Keep track of document length here.

As your document grows in length, you can use the scrollbar to move up and down to view the document.

TYPING AND EDITING TEXT

To add text to a document, just start typing. If you want to add text in a certain spot on the page, click the area to move the cursor and type in your text. The cursor, the blinking line on your document page, marks your current location in the document. This blinking cursor is also called the insertion point. When you reach the end of a line, Word automatically wraps the text to the next line for you. Default margins are already in place and Word makes sure your lines of text fit within those margins.



You can start typing to enter text into a document.

You can start typing to enter text into a document. The cursor keeps moving along to track your current location. You don't have to press anything when you reach the end of a line of text—Word automatically wraps it for you!

To start a new paragraph, like this one, just press the Enter key once.

You can start typing to enter text into a document. The cursor keeps moving along to track your current location. You don't have to press anything when you reach the end of a line of text—Word automatically wraps it for you!

To start a new paragraph, like this one, just press the Enter key once.

To add extra space between paragraphs, press Enter twice.

You can start typing to enter text into a document. The cursor kee
to track your current location. You don't have to press anything w
the end of a line of text—Word automatically wraps it for you!

To start a new paragraph, like this one, just press the Enter key once.

To add extra space between paragraphs, press Enter twice.

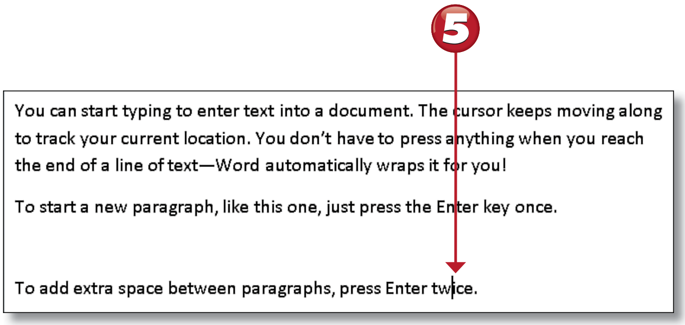
Start

1. Start typing your text.
2. To start a new paragraph, press **Enter.**
3. To add extra space between paragraphs, press **Enter** twice.
4. To move the cursor in a document, click where you want to insert it or use the keyboard arrow keys to move it.

Continued

TIP

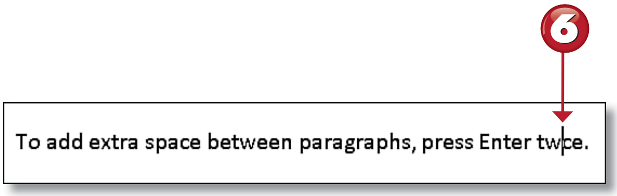
Red and Green Lines! If you see red wavy lines under a word you typed, Word's Spell checker tool is trying to tell you the word may be misspelled. If you see a green wavy line, that's the Grammar checker alerting you to a grammar issue. To learn more about Word's proofing tools, see Chapter 9, "Reviewing Documents." ■



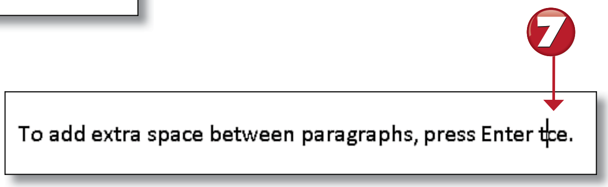
You can start typing to enter text into a document. The cursor keeps moving along to track your current location. You don't have to press anything when you reach the end of a line of text—Word automatically wraps it for you!

To start a new paragraph, like this one, just press the Enter key once.

To add extra space between paragraphs, press Enter twice.



To add extra space between paragraphs, press Enter twce.



To add extra space between paragraphs, press Enter tce.

5 To edit text, click in the word you want to change. Word moves the cursor to the new spot.

6 You can press **Delete** to delete a character to the right of the cursor.

7 You can press the **Backspace** key to delete a character to the left of the cursor.

End

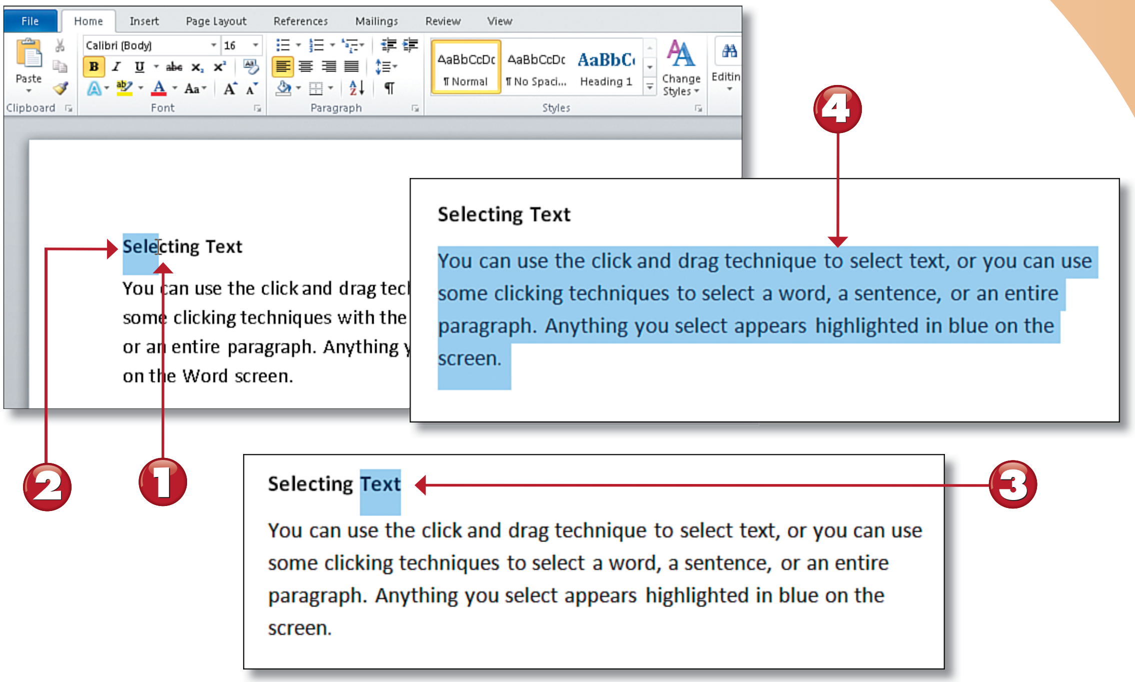
TIP

Insert and Overtype You can switch between two modes of text entry when working on a document: Insert and Overtype. Insert mode is the default mode, and anywhere you click the cursor you can start typing and any existing text moves over to make room for new text. When Overtype mode is turned on, existing text is replaced by whatever you type. In Word 2010, you can turn the Insert key on your keyboard into a toggle to switch between the two modes. To do so, click the **File** tab and click **Options**. Under Advanced options, click the **Use the Insert Key to Control Overtype Mode** check box. ■

SELECTING TEXT

To edit your text and assign various formatting, you must first learn how to select the text you want to modify. Selecting text is as easy as clicking or dragging, or a combination of both. There are a variety of text selection techniques you can apply, whether you're selecting a single character, a word, a sentence, a paragraph, or even an entire document.

Start


File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
16
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbCc Heading 1
Change Styles
Styles
Editing
1
2
3
4

Selecting Text

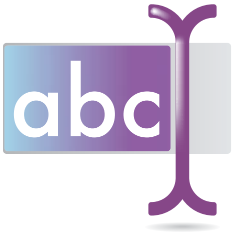
You can use the click and drag technique to select text, or you can use some clicking techniques to select a word, a sentence, or an entire paragraph. Anything you select appears highlighted in blue on the screen.

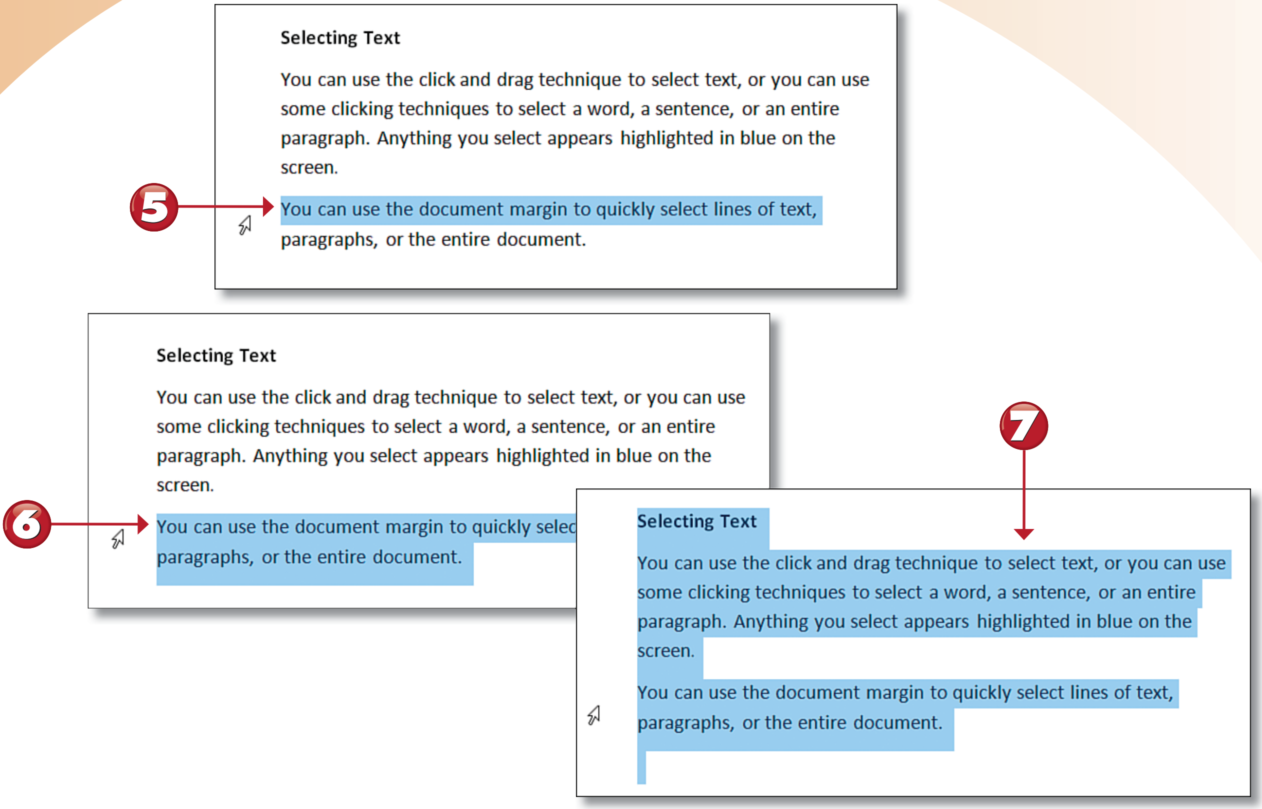
Selecting Text

You can use the click and drag technique to select text, or you can use some clicking techniques to select a word, a sentence, or an entire paragraph. Anything you select appears highlighted in blue on the screen.

1. To select by dragging, click and drag across the character, word, or paragraph you want to select.
2. Selected text appears highlighted in the document.
3. You can double-click within a word to select a single word in the document.
4. To select a paragraph, triple-click anywhere in the paragraph.

Continued





Selecting Text

You can use the click and drag technique to select text, or you can use some clicking techniques to select a word, a sentence, or an entire paragraph. Anything you select appears highlighted in blue on the screen.

You can use the document margin to quickly select lines of text, paragraphs, or the entire document.

Selecting Text

You can use the click and drag technique to select text, or you can use some clicking techniques to select a word, a sentence, or an entire paragraph. Anything you select appears highlighted in blue on the screen.

You can use the document margin to quickly selec paragraphs, or the entire document.

Selecting Text

You can use the click and drag technique to select text, or you can use some clicking techniques to select a word, a sentence, or an entire paragraph. Anything you select appears highlighted in blue on the screen.

You can use the document margin to quickly select lines of text, paragraphs, or the entire document.

5 You can also select text by clicking in the margin. To select a line of text, click in the margin directly left of the line.

6 To select a paragraph, double-click in the margin.

7 To select the entire document, triple-click in the margin.

End

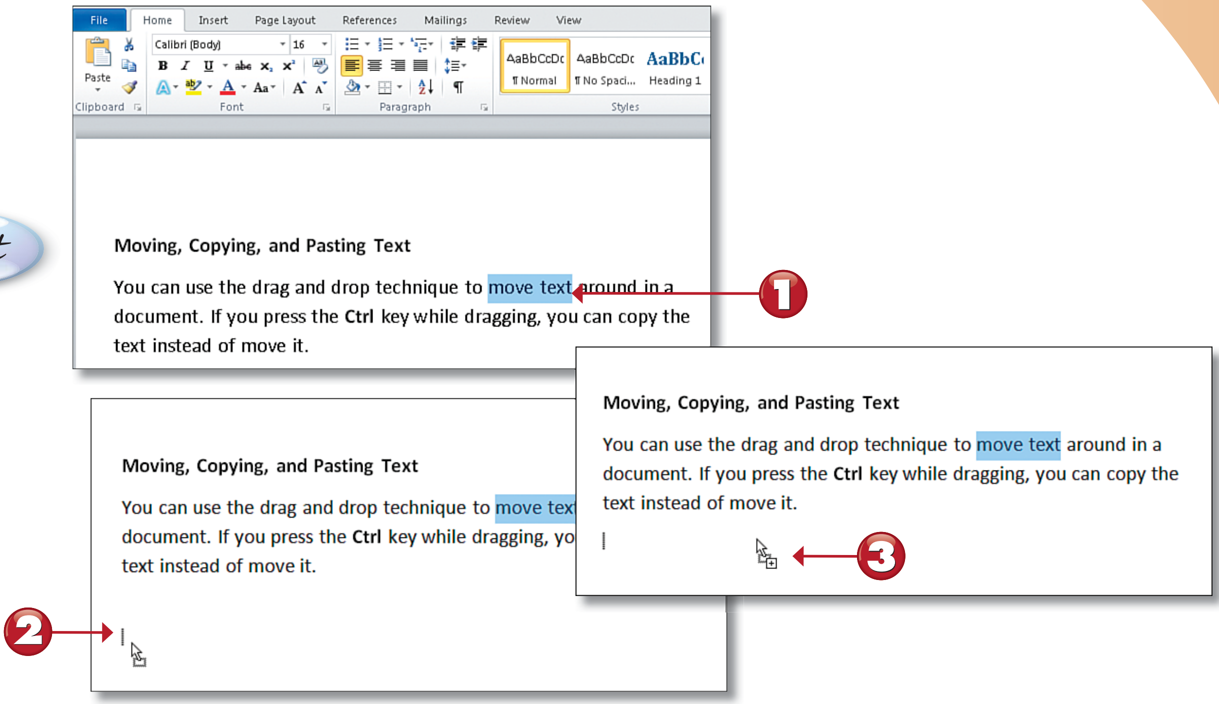
TIP

Mini Toolbar When you select text, you may notice a ghostly toolbar popping up next to the selection. This is the mini toolbar offering you quick shortcuts to related commands, such as formatting. You can move the mouse pointer over the toolbar and use the tools, or you can ignore it and it goes away. ■

MOVING AND COPYING TEXT

You can easily move and copy text in a document, and paste it wherever you want it to go, including into other documents. Using the Cut, Copy, and Paste commands, you can edit and rearrange text and other elements you insert into a document. You can drag and drop text to move it, or use the Cut and Paste technique. When copying text, you're making a duplicate of the original.

Start


File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Calibri (Body)
16
Clipboard
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
Styles
1
2
3

Moving, Copying, and Pasting Text

You can use the drag and drop technique to move text around in a document. If you press the **Ctrl** key while dragging, you can copy the text instead of move it.

Moving, Copying, and Pasting Text

You can use the drag and drop technique to move tex
document. If you press the **Ctrl** key while dragging, yo
text instead of move it.

Moving, Copying, and Pasting Text

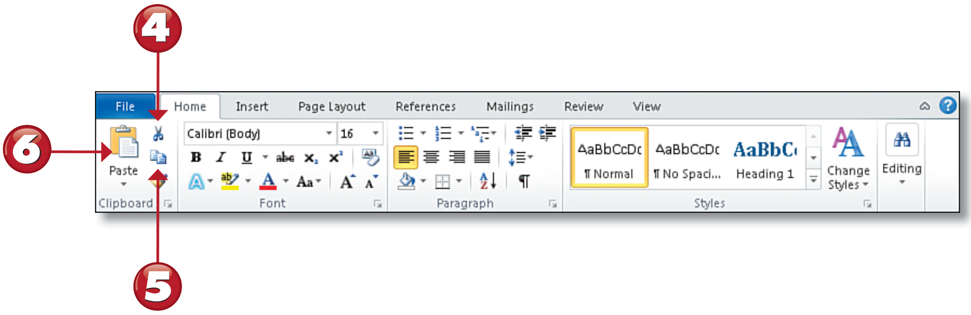
You can use the drag and drop technique to move text around in a document. If you press the **Ctrl** key while dragging, you can copy the text instead of move it.

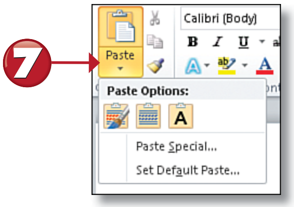
1. Select the text or other item you want to move or copy.
2. Drag the selected text and drop it where you want it to appear.
3. To copy the selection, press and hold the **Ctrl** key while dragging.

Continued

TIP

Keyboard Shortcuts If you're used to working with keyboard shortcuts for cutting, copying, and pasting, you'll be happy to know they work the same way in Word 2010. Press **Ctrl+x** to cut, press **Ctrl+c** to copy, and press **Ctrl+v** to paste. ■


4
6
5
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Calibri (Body)
16
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
Change Styles
Editing
Clipboard
Font
Paragraph
Styles


7
Paste
Calibri (Body)
Paste Options:
Paste Special...
Set Default Paste...

4. To move selected text with the Cut command, click the **Cut** button on the Home tab of the Ribbon.

5. To copy selected text with the Copy command, click the **Copy** button.

6. To paste the cut or copied text, click where you want it to go and click the **Paste** button.

7. To control paste options, click the **Paste** menu button and choose an option.

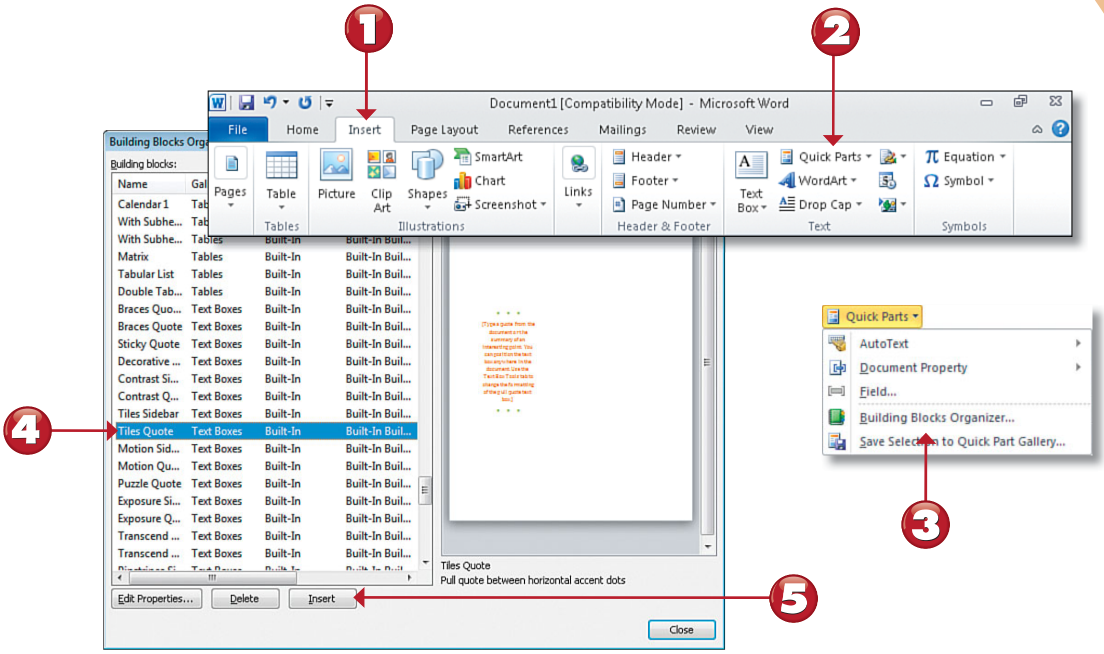
End

TIP

Paste Options New to Word 2010, you can right-click after cutting or copying an item and choose from several paste options. You can choose to keep the original formatting of the item you're pasting, merge the formatting, or paste only the text without the formatting. You can also find these three options through the **Paste** menu on the Home tab. ■

INSERTING QUICK PARTS

Word's Quick Parts offers you dozens of pre-made content elements, called building blocks, you can insert into your documents. Building blocks include headers that appear at the top of each page, salutations to end letters, and page numbers. Word's Building Blocks Organizer holds a vast array of reusable Quick Parts elements you can choose from, and you can add your own to the mix. You can turn any text into a building block that appears in the Quick Part Gallery to reuse over and over again.


1
2
3
4
5
Document1 [Compatibility Mode] - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Text
Equation
Symbol
Symbols
Quick Parts
AutoText
Document Property
Field...
Building Blocks Organizer...
Save Selection to Quick Part Gallery...
Building Blocks Orga
Building blocks:
Edit Properties...
Delete
Insert
Close

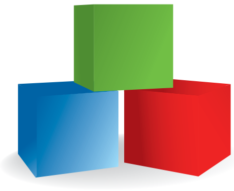
Name	Gal		
Calendar 1	Tab		
With Subhe...	Tab		
With Subhe...	Tables	Built-In	Built-In Buil...
Matrix	Tables	Built-In	Built-In Buil...
Tabular List	Tables	Built-In	Built-In Buil...
Double Tab...	Tables	Built-In	Built-In Buil...
Braces Quo...	Text Boxes	Built-In	Built-In Buil...
Braces Quote	Text Boxes	Built-In	Built-In Buil...
Sticky Quote	Text Boxes	Built-In	Built-In Buil...
Decorative ...	Text Boxes	Built-In	Built-In Buil...
Contrast Si...	Text Boxes	Built-In	Built-In Buil...
Contrast Q...	Text Boxes	Built-In	Built-In Buil...
Tiles Sidebar	Text Boxes	Built-In	Built-In Buil...
Tiles Quote	Text Boxes	Built-In	Built-In Buil...
Motion Sid...	Text Boxes	Built-In	Built-In Buil...
Motion Qu...	Text Boxes	Built-In	Built-In Buil...
Puzzle Quote	Text Boxes	Built-In	Built-In Buil...
Exposure Si...	Text Boxes	Built-In	Built-In Buil...
Exposure Q...	Text Boxes	Built-In	Built-In Buil...
Transcend ...	Text Boxes	Built-In	Built-In Buil...
Transcend ...	Text Boxes	Built-In	Built-In Buil...

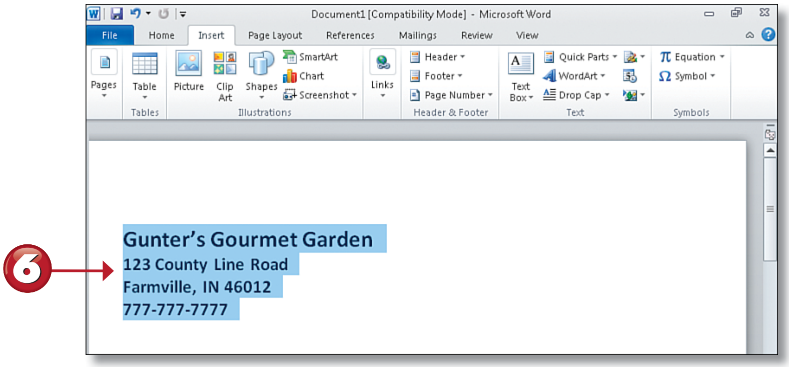
Tiles Quote
Pull quote between horizontal accent dots

Start

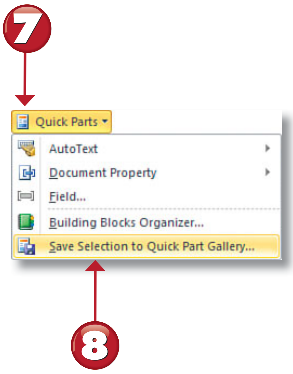
1. Click the **Insert** tab on the Ribbon.
2. Click **Quick Parts**.
3. To view all the building blocks available, click **Building Blocks Organizer** to open a full list of reusable elements.
4. Click a building block element to see a preview.
5. Click **Insert** to add it to your document.

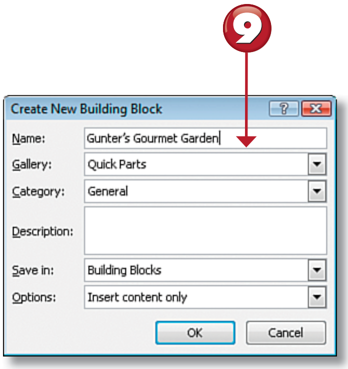
Continued



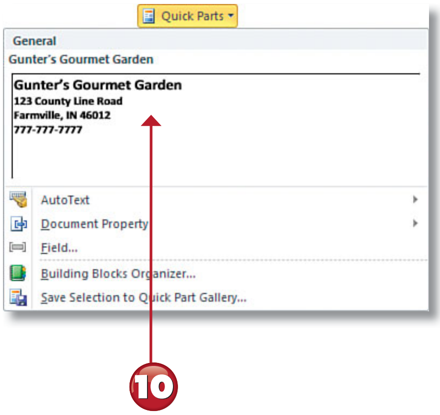

Document1 [Compatibility Mode] - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
Header & Footer
Text
Symbols
6

Gunter's Gourmet Garden
123 County Line Road
Farmville, IN 46012
777-777-7777


7
Quick Parts
AutoText
Document Property
Field...
Building Blocks Organizer...
Save Selection to Quick Part Gallery...
8


9
Create New Building Block
OK
Cancel

Name: Gunter's Gourmet Garden
Gallery: Quick Parts
Category: General
Description:
Save in: Building Blocks
Options: Insert content only


Quick Parts
General
Gunter's Gourmet Garden
AutoText
Document Property
Field...
Building Blocks Organizer...
Save Selection to Quick Part Gallery...
10

Gunter's Gourmet Garden
123 County Line Road
Farmville, IN 46012
777-777-7777

6 To turn text into a building block, first select the text in the document.

7 Click **Quick Parts**.

8 Click **Save Selection to Quick Part Gallery**.

9 Fill out any details you want to save along with the text element and click **OK**.

10 Word displays the text in the gallery the next time you click **Quick Parts**.

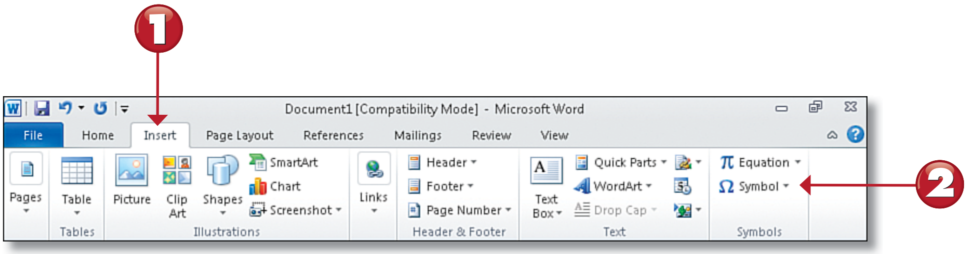
End

TIP

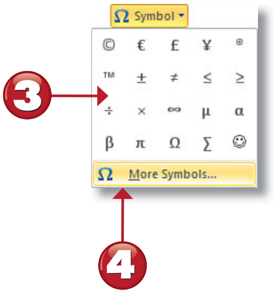
Remove a Quick Part To remove an item from the Quick Part Gallery, open the Building Blocks Organizer window, select the element you want to remove, and click the **Delete** button. Word takes it out of the Building Blocks Organizer list and out of the Gallery that appears when you click the Quick Parts menu. ■

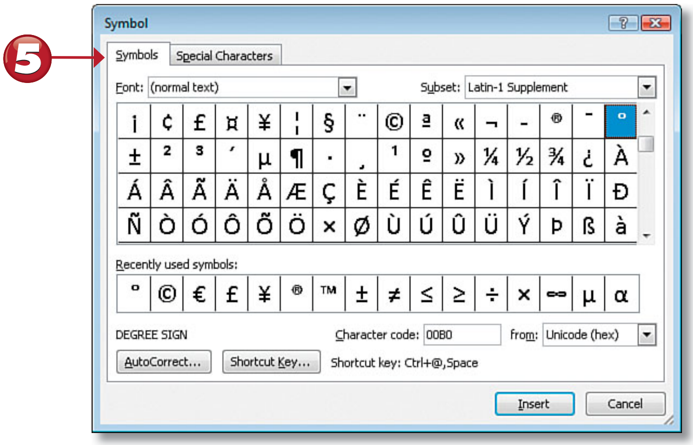
INSERTING SYMBOLS

If you ever need to insert a special symbol or character into your document, such as a copyright symbol or a paragraph mark, you can open the Symbol dialog box. This dialog box offers a library of special symbols and characters ranging from mathematical symbols to special quote marks.


1
Document1 [Compatibility Mode] - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Text
Equation
Symbol
Symbols
2

Start


Symbol
© € £ ¥ ®
™ ± ≠ ≤ ≥
÷ × ∞ µ α
β π Ω ∑ ☺
More Symbols...
3
4


5
Symbol
Symbols
Special Characters
Recently used symbols:
AutoCorrect...
Shortcut Key...
Insert
Cancel

Font: (normal text)

Subset: Latin-1 Supplement

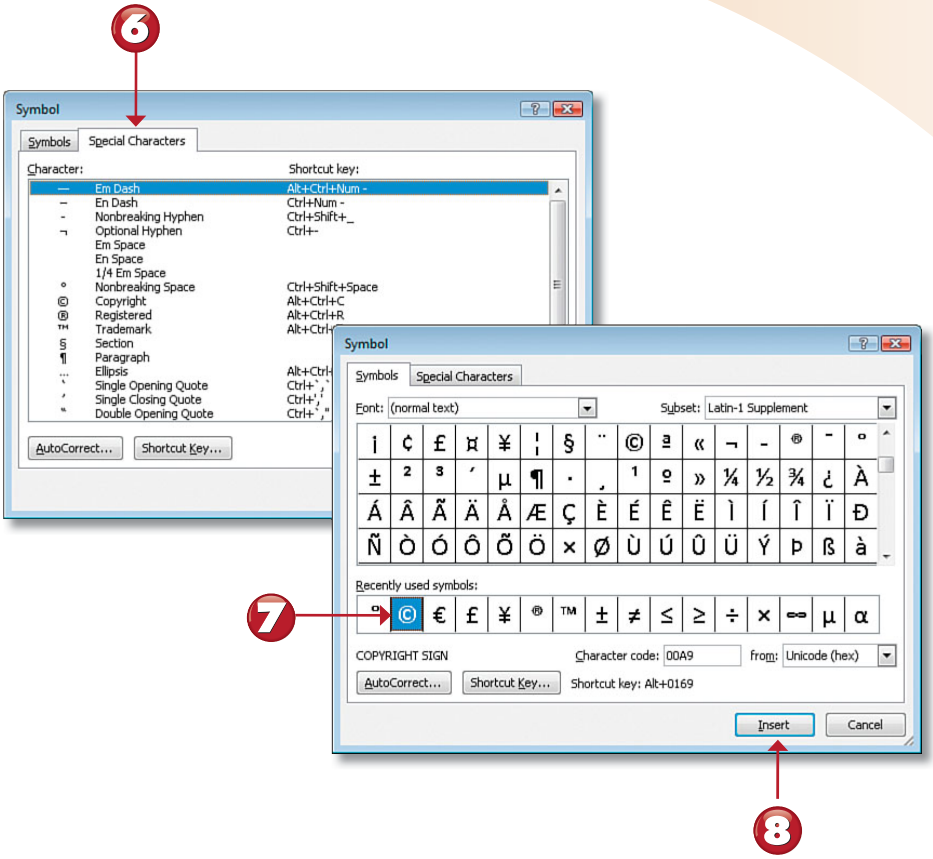
DEGREE SIGN

Character code: 00B0 from: Unicode (hex)

Shortcut key: Ctrl+@,Space

1. Click the **Insert** tab on the Ribbon.
2. Click **Symbol**.
3. You can click a symbol to insert from the list.
4. Click **More Symbols** to open the Symbol dialog box.
5. Click the **Symbols** tab to view available symbols.

Continued


6
Symbol
Symbols
Special Characters
AutoCorrect...
Shortcut Key...
7
Symbol
Symbols
Special Characters
AutoCorrect...
Shortcut Key...
Insert
Cancel
8

Character:		Shortcut key:
—	Em Dash	Alt+Ctrl+Num -
–	En Dash	Ctrl+Num -
-	Nonbreaking Hyphen	Ctrl+Shift+_
¬	Optional Hyphen	Ctrl+-
	Em Space	
	En Space	
	1/4 Em Space	
°	Nonbreaking Space	Ctrl+Shift+Space
©	Copyright	Alt+Ctrl+C
®	Registered	Alt+Ctrl+R
™	Trademark	Alt+Ctrl+
§	Section	
¶	Paragraph	
…	Ellipsis	Alt+Ctrl+
‘	Single Opening Quote	Ctrl+`,`
’	Single Closing Quote	Ctrl+','
“	Double Opening Quote	Ctrl+`,"

Font: (normal text)
Subset: Latin-1 Supplement

¡	¢	£	¤	¥	¦	§	¨	©	ª	«	¬	-	®	¯	°
±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿	À
Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð
Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß	à

Recently used symbols:

º	©	€	£	¥	®	™	±	≠	≤	≥	÷	×	∞	µ	α

COPYRIGHT SIGN
Character code: 00A9 from: Unicode (hex)
Shortcut key: Alt+0169

6 Click the **Special Characters** tab to view characters.

7 Click the symbol or character you want to insert.

8 Click **Insert** to insert the symbol into the document. The dialog box remains open in case you want to insert more symbols. Click **Close** to exit.

End

TIP

Even More Symbols If you don't see the symbol you're looking for in the Symbols tab of the Symbols dialog box, try switching to another font or symbol subset using the drop-down arrows.

TIP

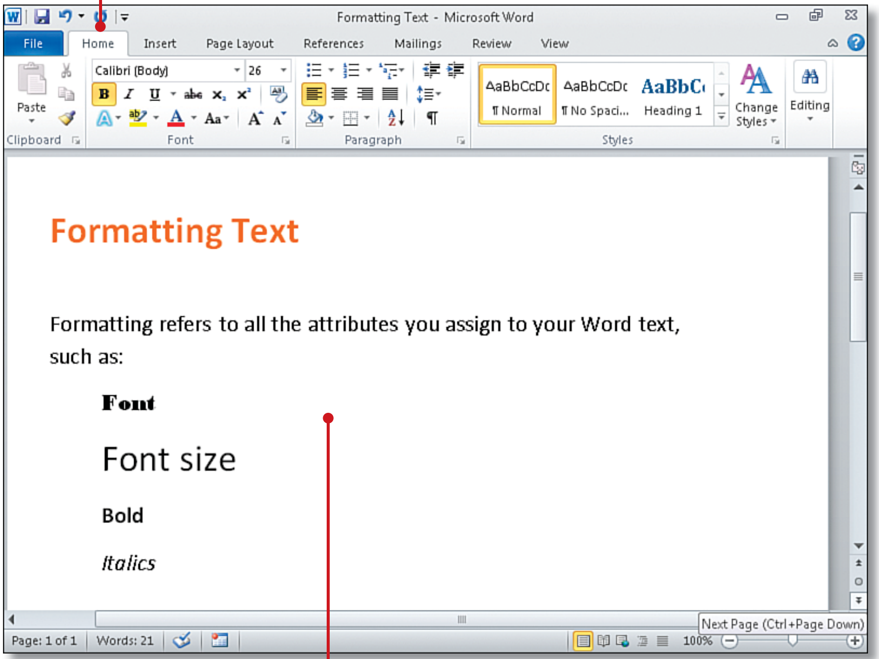
Symbol Shortcuts Some symbols have their own shortcut keys you can press to quickly insert the symbol. To learn the shortcut, select the symbol in the Symbol dialog box and look for the shortcut key combination listed at the bottom.

Chapter 4

FORMATTING TEXT

After taking the time to type up your document text, the next phase is to make it all look nice—that's where formatting comes into play. Formatting is the application of various commands to control the appearance of text in your document. Formatting includes controlling the font and size of your text, the position of it on the page, the color of the text, and much more. There are several default settings at play when you start any document in Word, including font, font size, and alignment. You can change any of these settings using Word's formatting controls. The Home tab on the Ribbon features most of the font and paragraph controls you can use to format a document. In this chapter, you learn about basic formatting controls.

The Home tab on the Ribbon is the place to go to find basic formatting controls.


Formatting Text - Microsoft Word
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26
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Font
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Heading 1
Change Styles
Editing
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Next Page (Ctrl+Page Down)
Page: 1 of 1
Words: 21
100%

Formatting Text

Formatting refers to all the attributes you assign to your Word text, such as:

Font

Font size

Bold

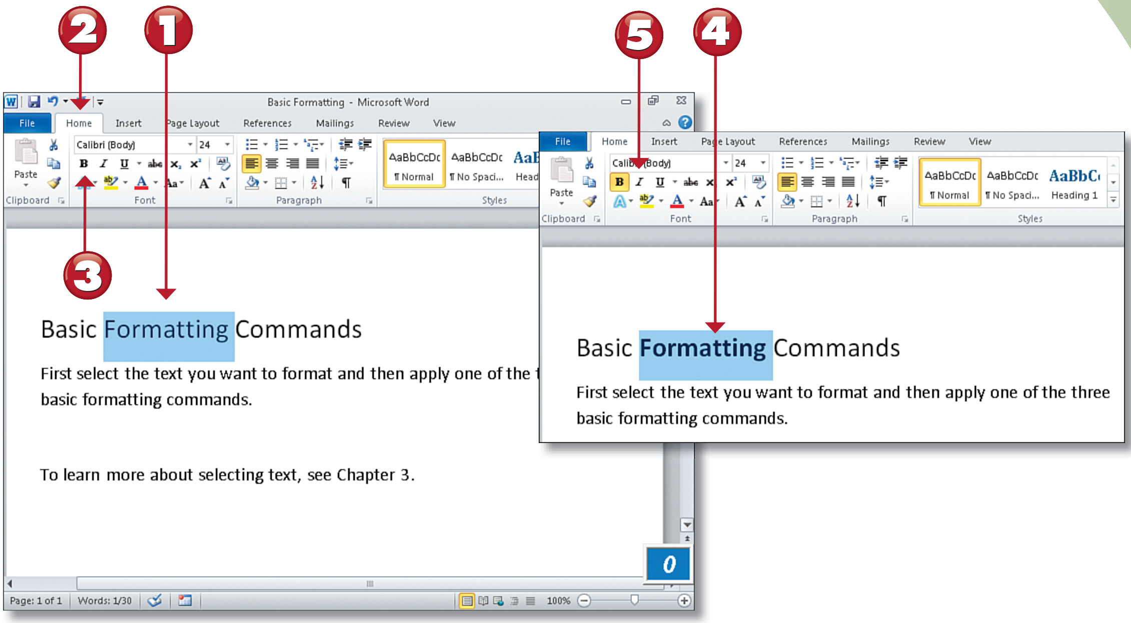
Italics

The formatting you apply appears in the Document area.

ASSIGNING BOLD, ITALIC, AND UNDERLINING

The most basic of all formatting you can apply boils down to three tried-and-true controls: bold, italic, and underlining. When you apply bold to text, the font takes on a darker, thicker appearance. When you apply italic, the text appears slanted slightly. Lastly, when you apply underlining, the text features an underscore, or line, under the characters. All three types are easy ways to add emphasis to your text, whether it's a single character, a word, or an entire sentence.

Start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AaBbC Heading 1
Styles
Page: 1 of 1
Words: 1/30
100%

Basic Formatting Commands

First select the text you want to format and then apply one of the three basic formatting commands.

To learn more about selecting text, see Chapter 3.

1. Select the text you want to edit.
2. Click the **Home** tab on the Ribbon.
3. Click **Bold**.
4. Word applies the bold formatting.
5. Click **Italic**.

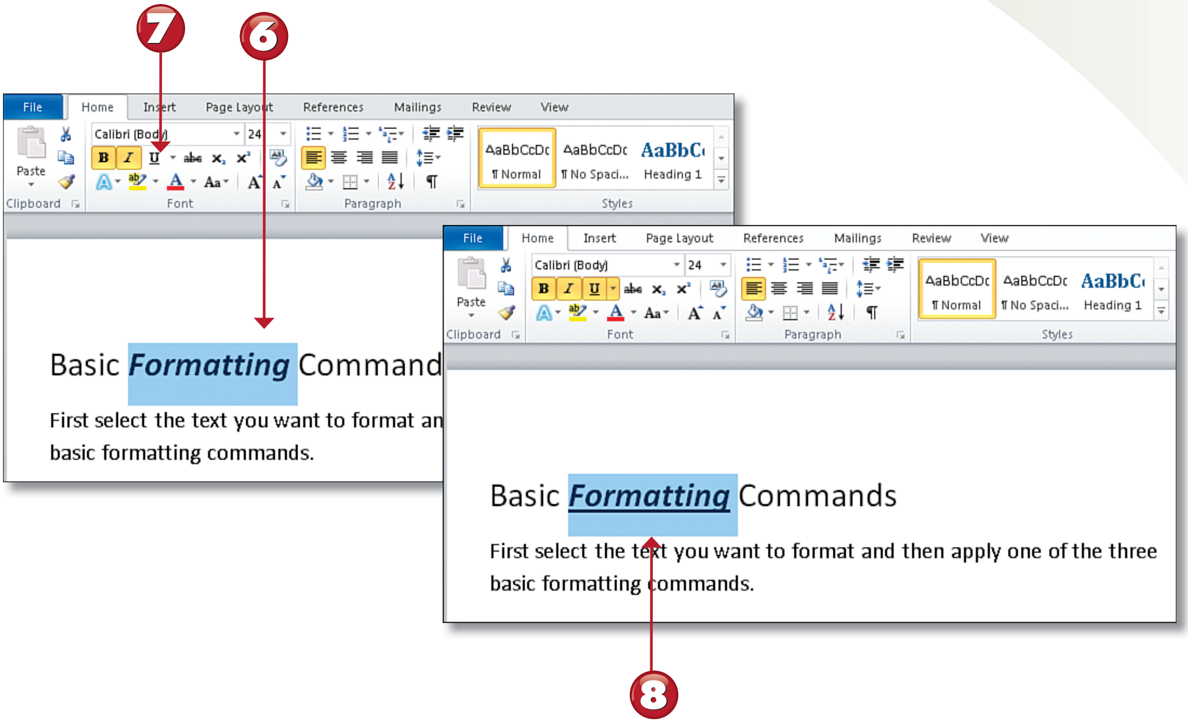
Continued

TIP

Formatting Shortcuts One of the quickest ways to apply bold, italic, or underlining to your text is to use keyboard shortcut keys. Press **Ctrl+b** to bold the text; press **Ctrl+i** to italicize text; or press **Ctrl+u** to underline text. ■

TIP

Choose a Line Style You can click on the drop-down arrow button next to the **Underline** button to reveal a menu of different line styles you can apply, such as a thicker underline or a wavy underline style. ■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Styles
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Basic *Formatting* Command

First select the text you want to format an
basic formatting commands.

Basic ***Formatting*** Commands

First select the text you want to format and then apply one of the three basic formatting commands.

6 Word applies the italic formatting.

7 Click **Underline**.

8 Word applies the underlining to your text.

End

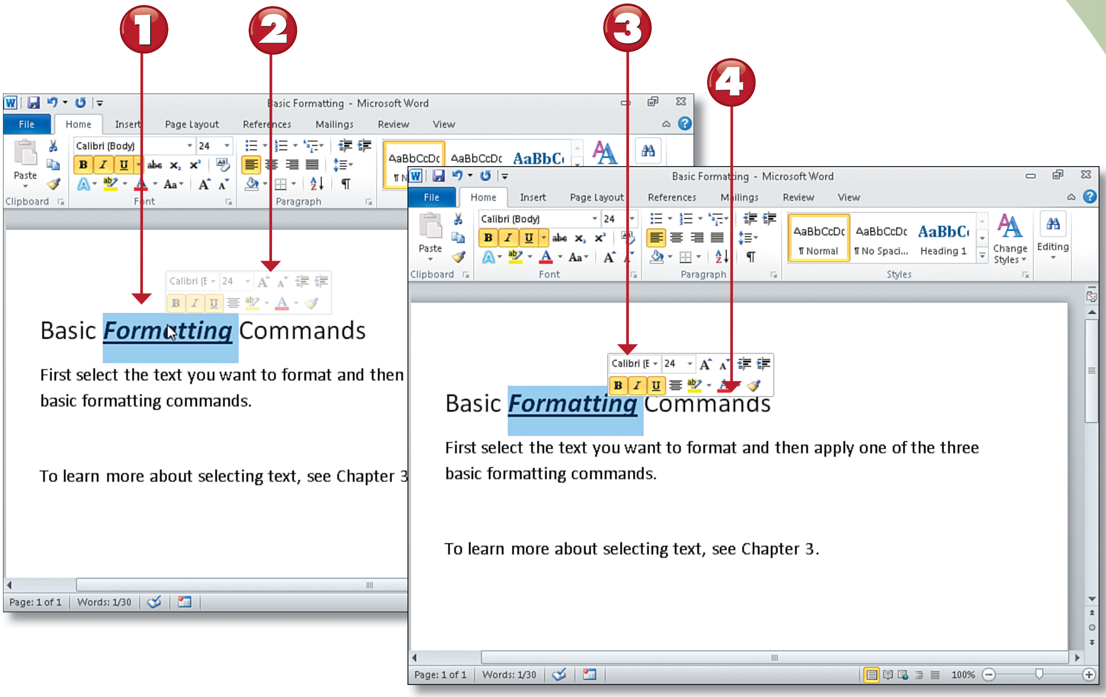
TIP

Font Dialog Box You can also assign basic formatting through the Font dialog box. To open the box, click the tiny **Font** dialog box icon located in the bottom right corner of the Font group of commands on the Ribbon. In the dialog box, you can find bold and italic listed under the Font Style options. The underlining command is listed under the Underline Style setting; click the drop-down arrow to display a menu of underlining styles you can apply. Simply make your changes in the dialog box and then click **OK** to apply them to the text. ■

USING THE MINI TOOLBAR

Whenever you select text in a Word document, a ghostly pop-up toolbar appears next to the text. This is the Mini Toolbar, offering easy access to common commands, such as bold, italic, and underlining. You can choose to use the toolbar right away, or just ignore it, which makes it fade away. If you move the mouse pointer over the toolbar, its buttons are fully displayed and you can click which one you want to apply to the selected text.

Start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Basic Formatting - Microsoft Word
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Change Styles
Styles
Editing
Page: 1 of 1
Words: 1/30
100%

Basic **Formatting** Commands

First select the text you want to format and then apply one of the three basic formatting commands.

To learn more about selecting text, see Chapter 3.

1. Select the text you want to edit.
2. A dim Mini Toolbar appears.
3. Move the mouse pointer over the toolbar to fully display its buttons.
4. Click a button to apply the formatting to the selected text.

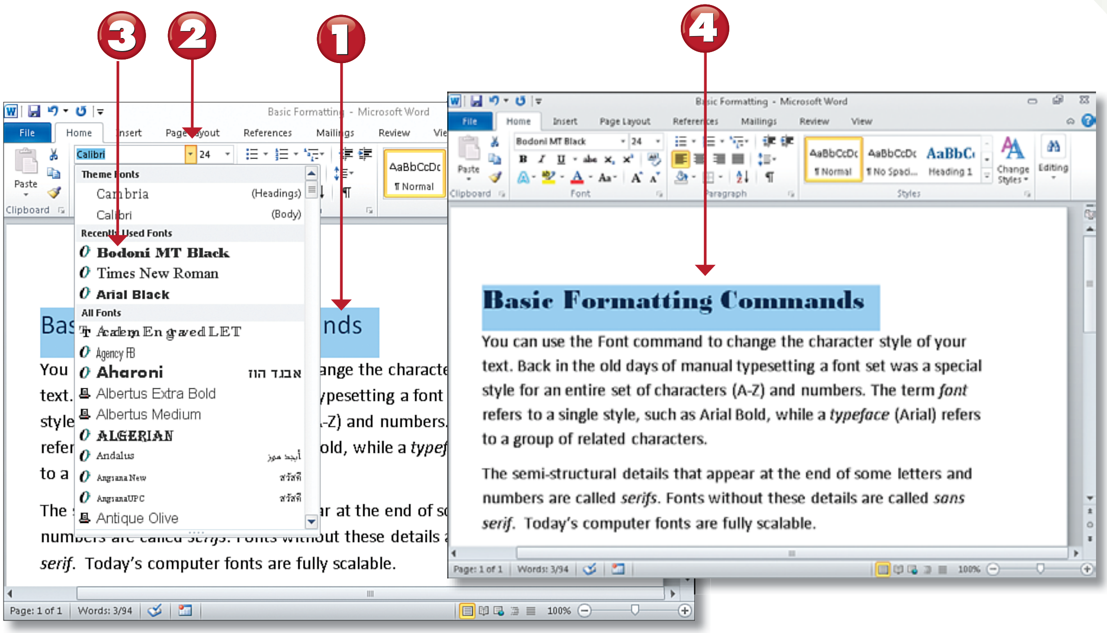
End

TIP

Turn It Off To turn off the Mini Toolbar, click the **File** tab on the Ribbon and click **Options**. This opens the Word Options dialog box. Click the **General** tab and deselect the **Show Mini Toolbar on Selection** check box to turn off the feature. Click **OK** to apply the change. ■

CHANGING THE FONT

A font is the style of characters applied to your text, also called a typeface. Word features a wide variety of fonts to choose from, ranging from sleek and simple to frilly and fanciful. You can use the Font drop-down menu on the Home tab to change the font style. The font menu displays the fonts just as they appear in the document. With the Live Preview feature, which is turned on by default, you can hover your mouse pointer over a font name in the menu list and see the selected text in the document with the font applied. Additionally, you can also open the Font dialog box to peruse fonts and set more font formatting controls.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Basic Formatting - Microsoft Word
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24
Theme Fonts
Cambria (Headings)
Calibri (Body)
Recently Used Fonts
Bodoni MT Black
Times New Roman
Arial Black
All Fonts
Academy Engraved LET
Agency FB
Aharoni
Albertus Extra Bold
Albertus Medium
ALGERIAN
Andalus
Angsana New
AngsanaUPC
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Heading 1
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Page: 1 of 1
Words: 3/94
100%

Basic Formatting Commands

You can use the Font command to change the character style of your text. Back in the old days of manual typesetting a font set was a special style for an entire set of characters (A-Z) and numbers. The term *font* refers to a single style, such as Arial Bold, while a *typeface* (Arial) refers to a group of related characters.

The semi-structural details that appear at the end of some letters and numbers are called *serifs*. Fonts without these details are called *sans serif*. Today's computer fonts are fully scalable.

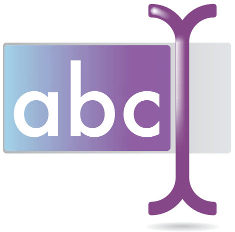
Start

1. Select the text you want to change.
2. Click the **Font** drop-down arrow button on the **Home** tab.
3. Click the font you want to apply.
4. Word applies the new font.

End

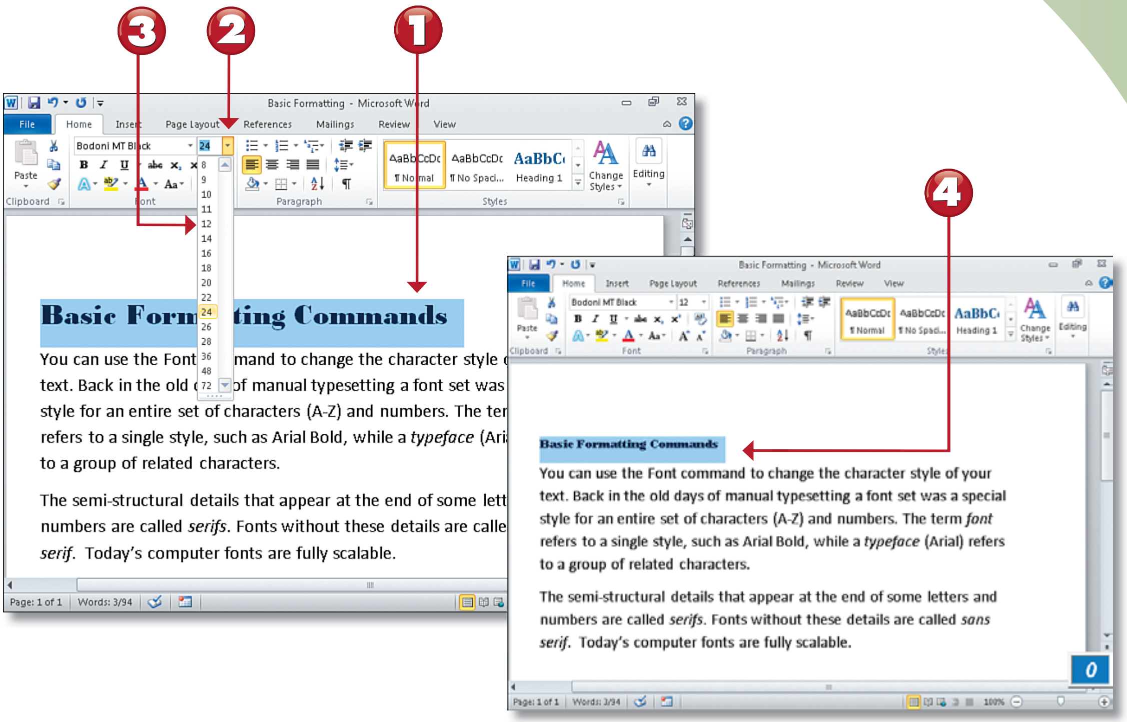
TIP

Or Use the Mini Toolbar You can also use the Mini Toolbar that appears when you select text to change the font or font size. Just move the mouse pointer over the toolbar to display it fully, then look for the **Font** drop-down menu for easy font changes, or use the **Font Size** drop-down menu to change the font size. ■



CHANGING THE FONT SIZE

Font size formatting refers to the size of type in a document. Font size is measured in points, a throwback measurement to the days of manual typesetting. By default, Word uses 11-point type. You can set a specific font size using the Font Size formatting option.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Heading 1
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Page: 1 of 1
Words: 3/94
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Basic Formatting Commands

You can use the Font command to change the character style of your text. Back in the old days of manual typesetting a font set was a special style for an entire set of characters (A-Z) and numbers. The term *font* refers to a single style, such as Arial Bold, while a *typeface* (Arial) refers to a group of related characters.

The semi-structural details that appear at the end of some letters and numbers are called *serifs*. Fonts without these details are called *sans serif*. Today's computer fonts are fully scalable.

Start

1. Select the text you want to change.
2. Click the **Font Size** drop-down arrow button on the **Home** tab.
3. Click the size you want to apply.
4. Word applies the new size.

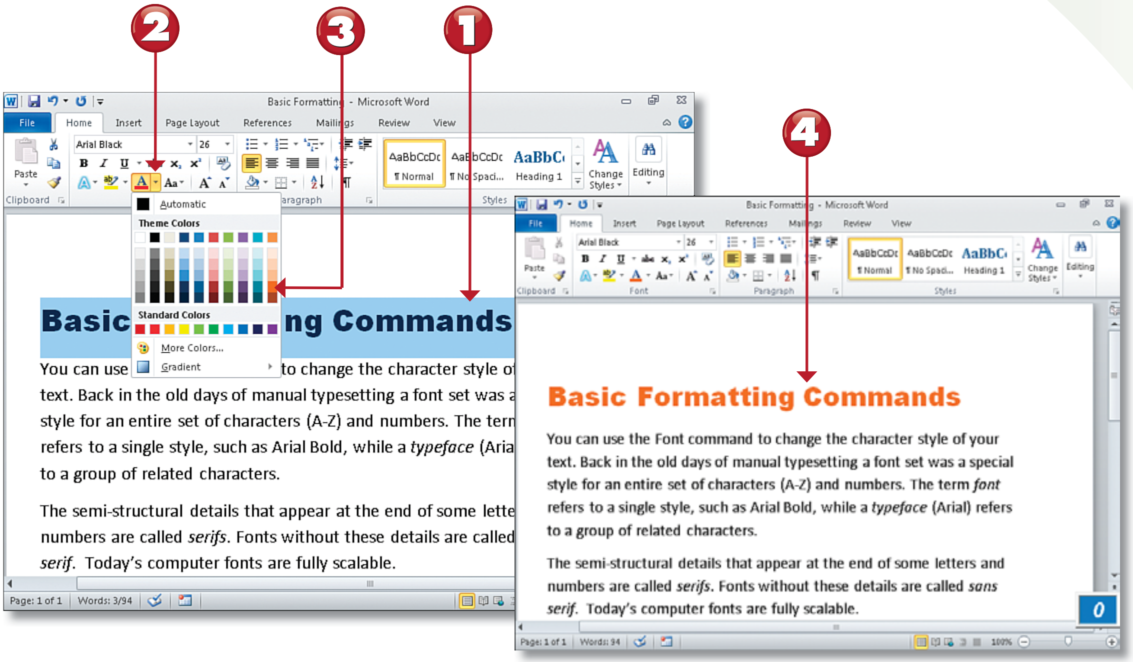
End

TIP

Grow or Shrink Text You can also let Word assist you with general resizing of your text with the **Grow Font** or **Shrink Font** buttons located next to the **Font Size** drop-down menu. These buttons incrementally increase or decrease the font size. ■

ADDING COLOR TO TEXT

You can apply color to your Word text through Font Color formatting. You can choose from a palette of colors that are theme-related or from Word's Standard Colors. Based on the theme you apply, the palette displays colors designed to work with that particular motif. The Standard Colors are basic colors, such as red and yellow. Always keep legibility in mind when choosing font colors.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Automatic
Theme Colors
Standard Colors
More Colors...
Gradient
Page: 1 of 1
Words: 3/94
Words: 94
100%

Basic Formatting Commands

You can use the Font command to change the character style of your text. Back in the old days of manual typesetting a font set was a special style for an entire set of characters (A-Z) and numbers. The term *font* refers to a single style, such as Arial Bold, while a *typeface* (Arial) refers to a group of related characters.

The semi-structural details that appear at the end of some letters and numbers are called *serifs*. Fonts without these details are called *sans serif*. Today's computer fonts are fully scalable.

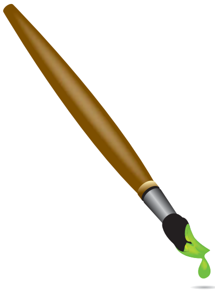
Start

1. Select the text to edit.
2. Click the **Font Color** drop-down arrow button on the **Home** tab.
3. Click a color.
4. Word applies the new color.

End

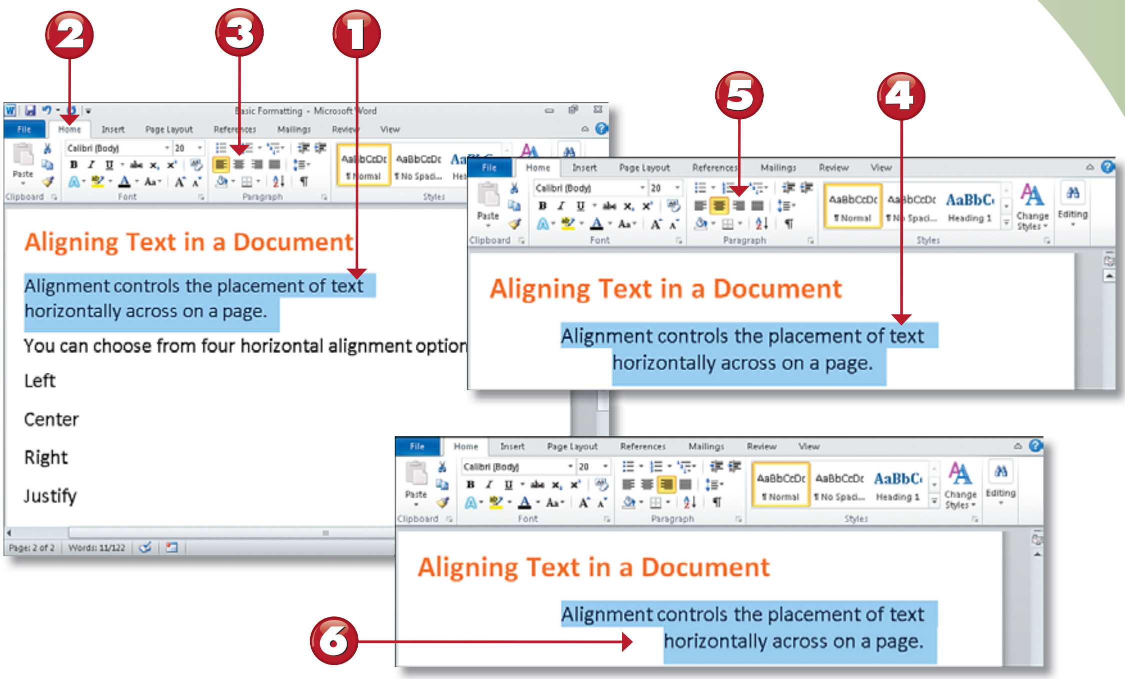
TIP

More Colors If you don't see the color you want in the color palette, you can click the **More Colors** command and open the Colors dialog box to search for a particular color or shade. ■



ALIGNING TEXT

You can control the placement of text within a document using Word's alignment commands. The horizontal alignment commands control how text is aligned horizontally across the page: Align Text Left, Center, Align Text Right, and Justify. By default, Word applies left alignment unless you specify otherwise.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Paragraph
Styles
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbC Heading 1
Change Styles
Editing
Page: 2 of 2
Words: 11/122

Aligning Text in a Document

Alignment controls the placement of text horizontally across on a page.

You can choose from four horizontal alignment option

Left

Center

Right

Justify

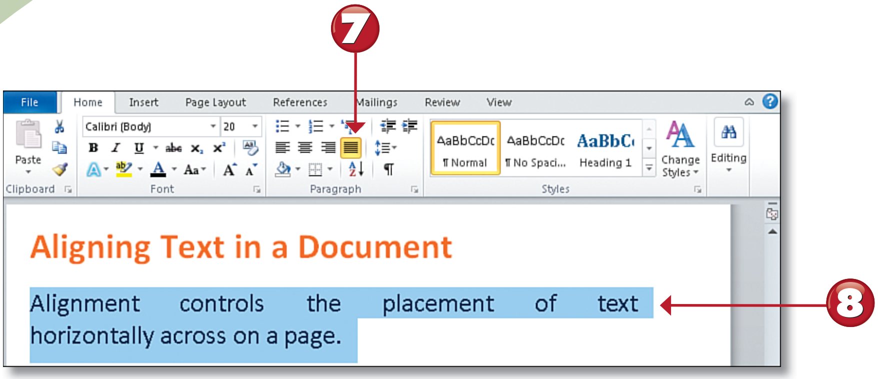
Start

1. Select the text you want to align.
2. Click the **Home** tab on the Ribbon.
3. Click **Center**.
4. Word applies center alignment.
5. Click **Align Text Right**.
6. Word applies right alignment.

Continued

TIP

Keyboard Shortcuts To apply left alignment, press **Ctrl+l**. To apply center alignment, press **Ctrl+e**. To apply right alignment, press **Ctrl+r**. Lastly, to apply justification, press **Ctrl+j**. ■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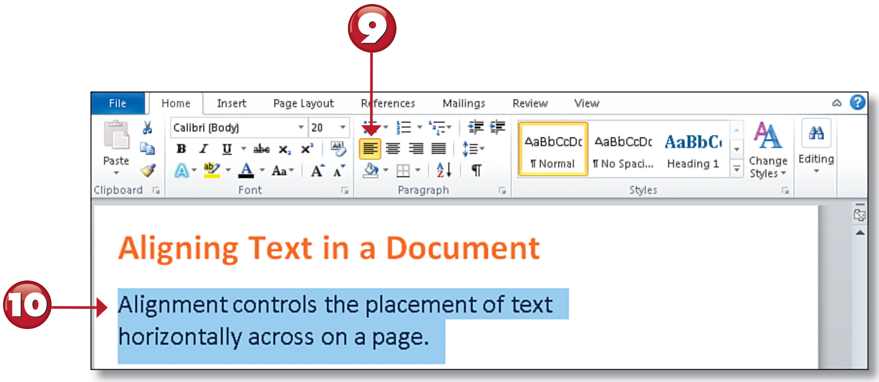
Aligning Text in a Document

Alignment controls the placement of text horizontally across on a page.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Heading 1
Change Styles
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Aligning Text in a Document

Alignment controls the placement of text horizontally across on a page.

7 Click **Justify**.

8 Word justifies the text so it aligns at the margins on both the left and right sides of the page. This command only works when you have enough text to space evenly between the two margins.

9 Click **Align Text Left**.

10 Word applies the left alignment.

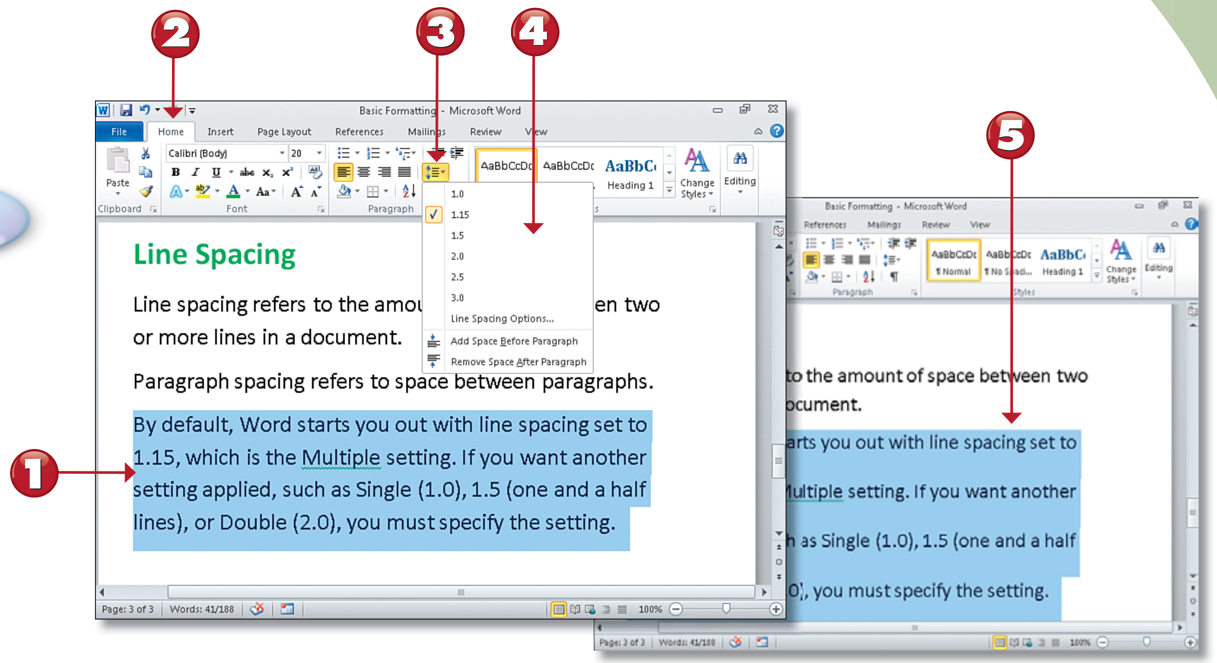
End

TIP

Vertical Alignment You can also control the vertical alignment of text on a page. To do so, click the **Page Layout** tab on the Ribbon and click the **Align** button located on the far right side of the Ribbon. Vertical alignment options include **Align Top**, **Align Middle**, and **Align Bottom**. ■

SETTING LINE SPACING

Line spacing refers to the amount of space between lines of text and paragraphs. For example, you might want a business letter to show single line spacing, or you might want a typed research paper to display double line spacing. You can choose from several preset line spacing amounts. By default, Multiple spacing is assigned until you change it to something else.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Line Spacing Options...
Add Space Before Paragraph
Remove Space After Paragraph
Page: 3 of 3
Words: 41/188
100%

Line Spacing

Line spacing refers to the amou en two or more lines in a document.

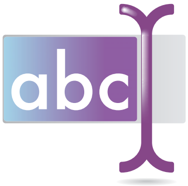
Paragraph spacing refers to space between paragraphs.

By default, Word starts you out with line spacing set to 1.15, which is the Multiple setting. If you want another setting applied, such as Single (1.0), 1.5 (one and a half lines), or Double (2.0), you must specify the setting.

Start

1. Select the text you want to edit.
2. Click the **Home** tab on the Ribbon.
3. Click **Line and Paragraph Spacing**.
4. Click the spacing you want to apply.
5. Word applies the spacing to the text.

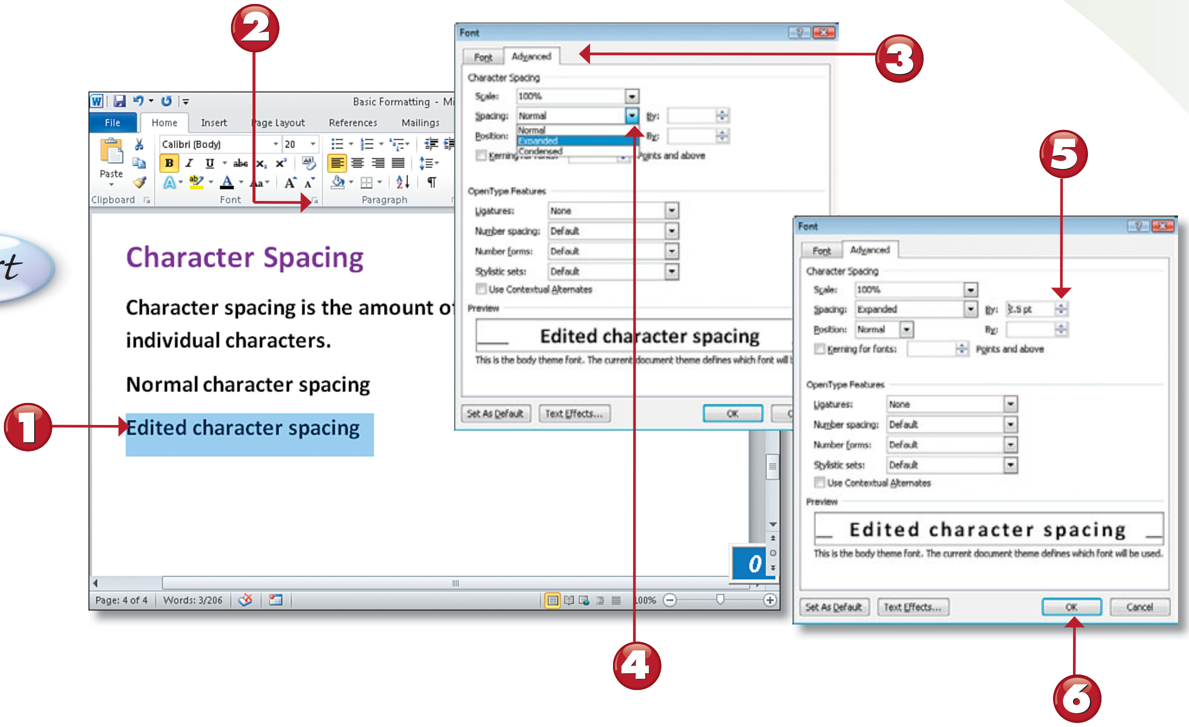
End



SETTING CHARACTER SPACING

Character spacing refers to the amount of space between characters. Sometimes called tracking, character spacing can help you place typed characters closer together or further apart. You can find character spacing controls among the Advanced options available in the Font dialog box.

Start



Character Spacing

Character spacing is the amount o

individual characters.

Normal character spacing

Edited character spacing

Page: 4 of 4 Words: 3/206

Calibri (Body) 20

Character Spacing

Scale: 100%

Spacing: Normal (Normal, Expanded, Condensed)

Position:

Kerning for fonts: Points and above

OpenType Features

Ligatures: None

Number spacing: Default

Number forms: Default

Stylistic sets: Default

☐ Use Contextual Alternates

Preview

Edited character spacing

This is the body theme font. The current document theme defines which font will be used.

Character Spacing

Scale: 100%

Spacing: Expanded By: 2.5 pt

Position: Normal By:

☐ Kerning for fonts: Points and above

OpenType Features

Ligatures: None

Number spacing: Default

Number forms: Default

Stylistic sets: Default

☐ Use Contextual Alternates

Preview

Edited character spacing

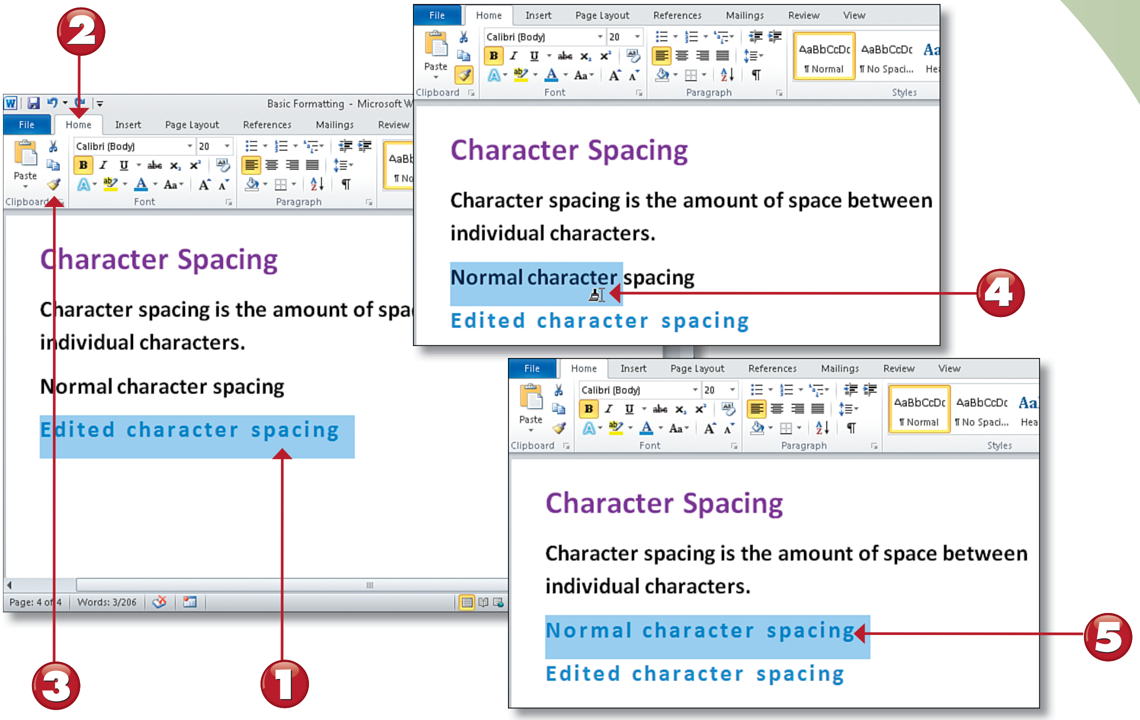
This is the body theme font. The current document theme defines which font will be used.

1. Select the text you want to edit.
2. Click the **Font** icon to open the Font dialog box.
3. Click the **Advanced** tab.
4. Click the **Spacing** drop-down arrow and choose **Expanded** or **Condensed**.
5. Click the **By** spinner arrows to set an exact amount of spacing.
6. Click **OK** to apply the new spacing.

End

COPYING FORMATTING

After you have formatted text in one area of your document, you can easily apply the same formatting to another. You can do this without having to repeat all the same steps again. Instead, you can use Word's handy Format Painter tool. The Format Painter copies formatting either by selecting text and then clicking the button or dragging it over the text you want to format.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Page: 4 of 4
Words: 3/206
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Character Spacing

Character spacing is the amount of spa
individual characters.

Normal character spacing

Edited character spacing

Character Spacing

Character spacing is the amount of space between individual characters.

Normal character spacing

Edited character spacing

Character Spacing

Character spacing is the amount of space between individual characters.

Normal character spacing

Edited character spacing

Start

1. Select the formatted text.

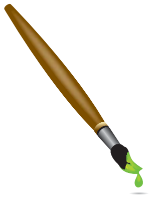
2. Click the **Home** tab on the Ribbon.

3. Click **Format Painter**.

4. Select the text to which you want to apply the new formatting or drag across the text with the Format Painter icon.

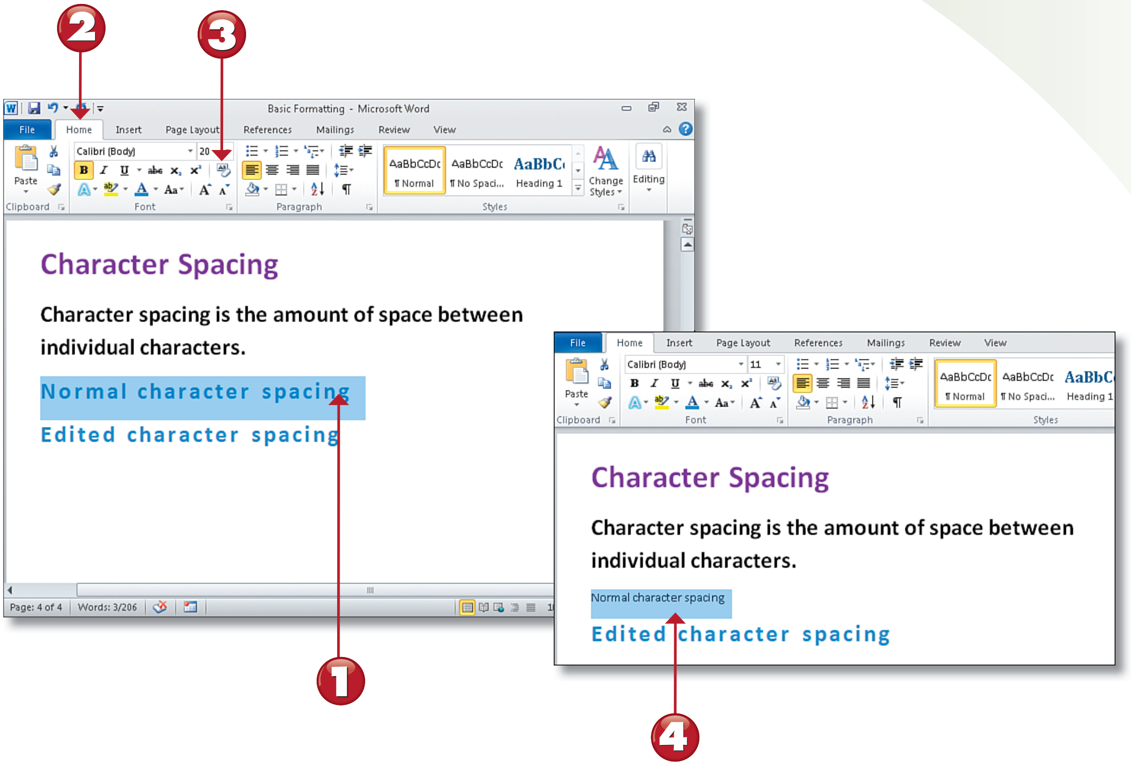
5. Word immediately applies the same formatting to the new text.

End



REMOVING FORMATTING

Word makes it easy to remove formatting from your text and return it to its default condition. You can apply the Clear Formatting command. Use this command any time you need to strip out the formatting but keep the text intact.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Page: 4 of 4
Words: 3/206
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Character Spacing

Character spacing is the amount of space between individual characters.

Normal character spacing

Edited character spacing

Character Spacing

Character spacing is the amount of space between individual characters.

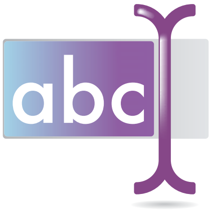
Normal character spacing

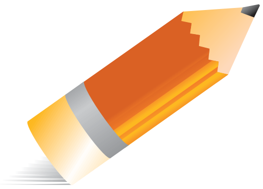
Edited character spacing

Start

1. Select the formatted text.
2. Click the **Home** tab on the Ribbon.
3. Click **Clear Formatting**.
4. Word immediately clears all formatting from the text.

End





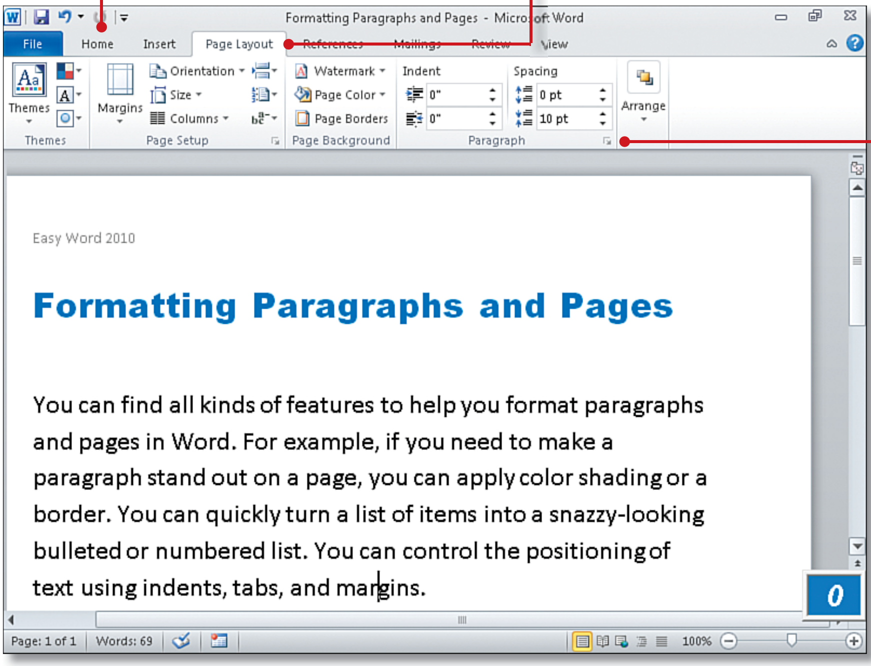
Chapter 5

FORMATTING PARAGRAPHS AND PAGES

In the previous chapter, you learned some basic techniques for applying formatting to text. Now you're ready to take formatting to the next level and start applying it to paragraphs and pages. Word offers all kinds of commands for controlling the placement and positioning of text in a document, as well as features for adding page elements. For example, you can indent text, apply tabs to create columns, and turn text into a bulleted or numbered list. You can also add page numbers, section breaks, and headers or footers. Word groups paragraph commands in a section on the Ribbon's Home tab labeled Paragraph. You can also find another group of Paragraph commands on the Page Layout tab. The Page Layout tab is the place to go for general page features.

You can also find paragraph and page formatting controls on the Page Layout tab.

The Home tab on the Ribbon features some basic paragraph formatting controls.


Formatting Paragraphs and Pages - Microsoft Word
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Easy Word 2010

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

Click the Paragraph icon to open a dialog box full of paragraph formatting options.

ADDING INDENTS

You can use indents to move text horizontally from the page margin to set it apart from surrounding text. The Increase Indent and Decrease Indent commands create left indents in increments. You can find these two commands on the Home tab. You can set more precise indent controls on the Page Layout tab, which includes a setting for specifying left and right indents on a page.

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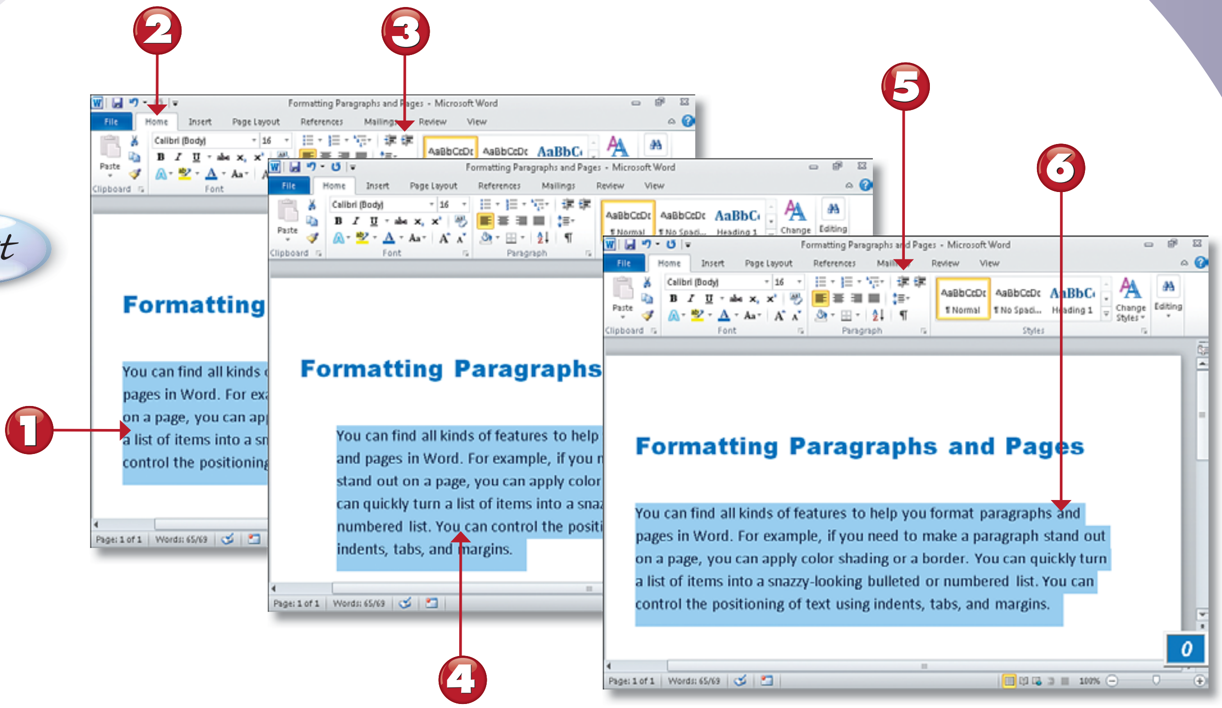
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Formatting Paragraphs and Pages - Microsoft Word
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Change Styles
Editing
Page: 1 of 1
Words: 65/69
100%

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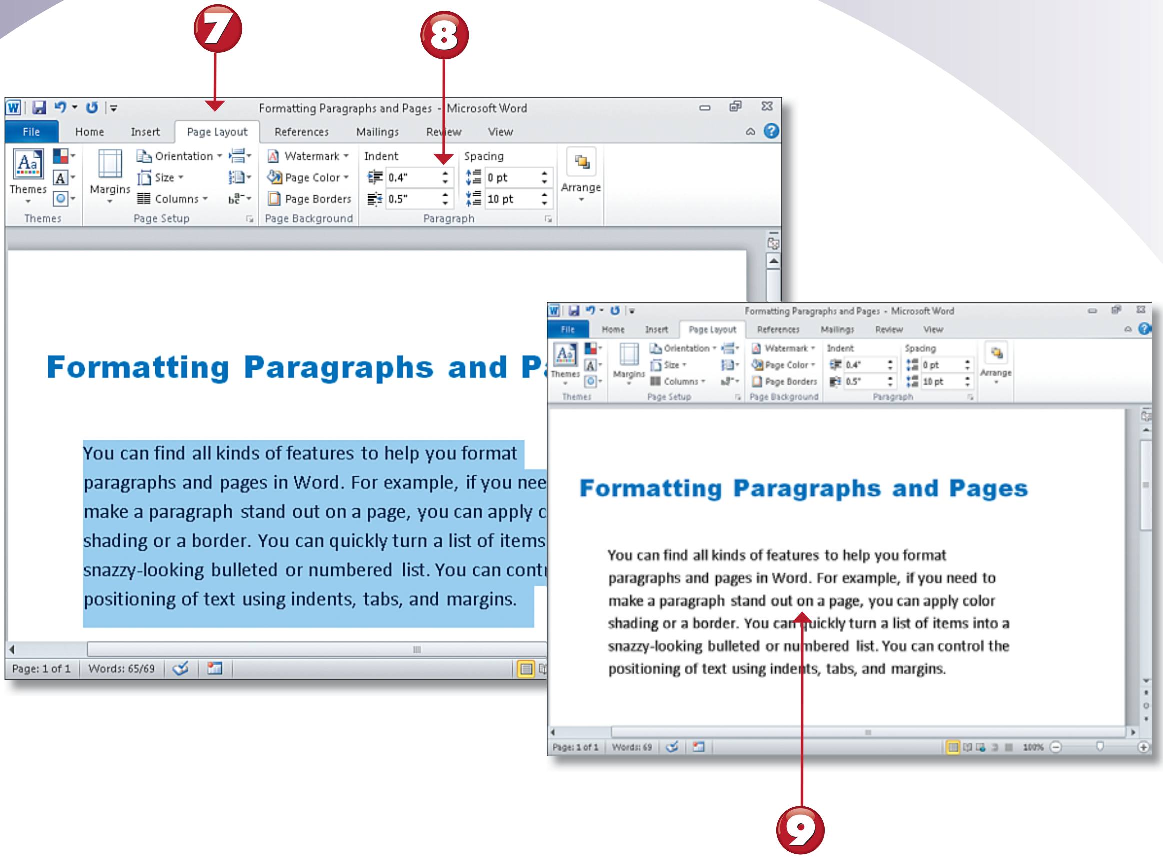
1. Select the text you want to indent.
2. Click the **Home** tab on the Ribbon.
3. Click **Increase Indent**.
4. Word indents the text.
5. Click **Decrease Indent**.
6. Word decreases the indent.

Continued

TIP

Dragging Indents You can also control indents using Word's ruler. Click the **View** tab and click **Ruler** to display the rulers. The top horizontal ruler has indent and margin markers you can drag to new locations to set new indents and margins for a page. ■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Formatting Paragraphs and Pages - Microsoft Word
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Words: 65/69
Words: 69
100%

Formatting Paragraphs and Pages

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7 Click the **Page Layout** tab.

8 Click the spinner arrows for the **Left** or **Right** indents to specify an indentation amount.

9 Word applies the indent to your text.

End

TIP

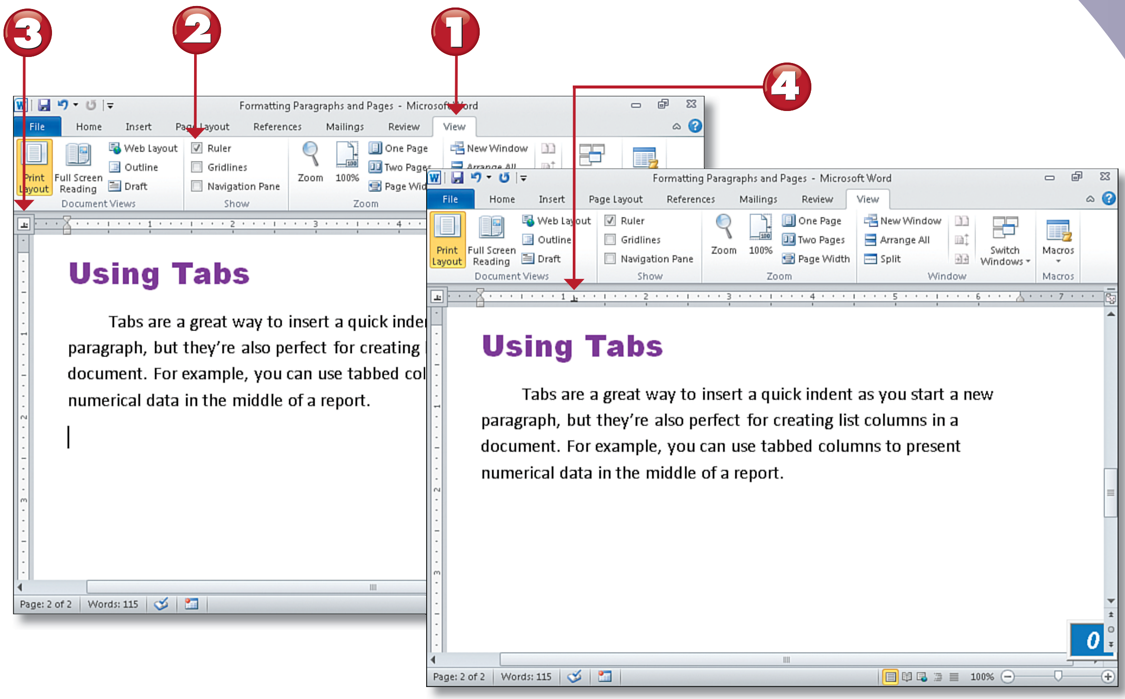
Paragraph Spacing Next door to the Indent spinner arrows on the Page Layout tab are spacing controls to specify how much space you want to add before and after paragraphs. Paragraph spacing controls allow you to add some extra space between paragraphs without inserting extra lines of text. ■

TIP

Ruler Indents You can use Word's ruler to add First Line and Hanging Indents. A first line indent moves the first line of a paragraph only, while a hanging indent indents everything except the first line of text in a paragraph. To view the ruler, click the **View** tab and click **Ruler**. Click the **Tab** stop icon until you see the indent you want to set and then click where you want the indent to appear on the ruler. ■

SETTING TABS

You can use tab stops to line up text in a document or create columns of text. By default, Word's tabs indent text by half an inch. You can use a default tab stop simply by pressing the Tab key. To define your own tab stops, you can use Word's ruler. You can apply tabs before you type or to selected text in a document.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Formatting Paragraphs and Pages - Microsoft Word
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Page: 2 of 2
Words: 115

Using Tabs

Tabs are a great way to insert a quick indent as you start a new paragraph, but they're also perfect for creating list columns in a document. For example, you can use tabbed columns to present numerical data in the middle of a report.

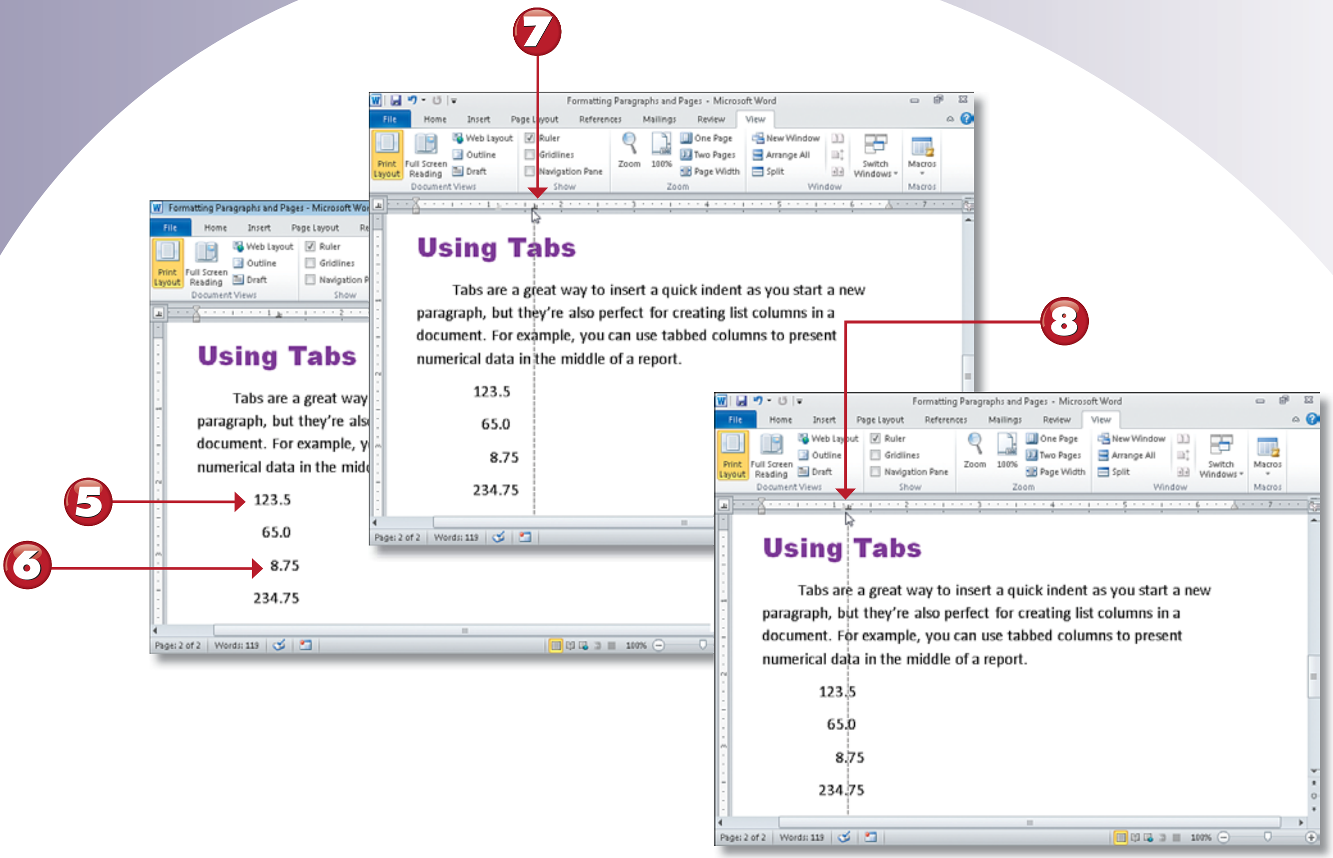
Start

1. Click the **View** tab on the Ribbon.
2. Click **Ruler**.
3. Click the **Tab** icon box to find the type of tab you want to set. Keep clicking to view all the different tab types: Left, Center, Right, Decimal, and Bar.
4. Click on the ruler where you want to add a tab stop.

Continued

TIP

Paragraph Dialog Box You can also define your own tab stops using the Tabs dialog box. To find your way there, click the **Paragraph** icon on the Home tab or on the Page Layout tab. This opens the Paragraph dialog box. Click the **Tabs** button. This opens a dialog box where you can add and edit tab stops, set tab stop alignments, and specify special tab leader characters. ■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Formatting Paragraphs and Pages - Microsoft Word
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100%
One Page
Two Pages
Page Width
New Window
Arrange All
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Window
Macros
Page: 2 of 2
Words: 119
100%

Using Tabs

Tabs are a great way to insert a quick indent as you start a new paragraph, but they're also perfect for creating list columns in a document. For example, you can use tabbed columns to present numerical data in the middle of a report.

123.5

65.0

8.75

234.75

5 Press **Tab** and type your text.

6 Continue adding as many tab stops as you need and entering your tabbed text. In this example, a Decimal tab is applied, causing all the decimals to line up in the column.

7 To move the tab, drag it to a new location on the ruler.

8 To remove a tab stop, drag it off the ruler.

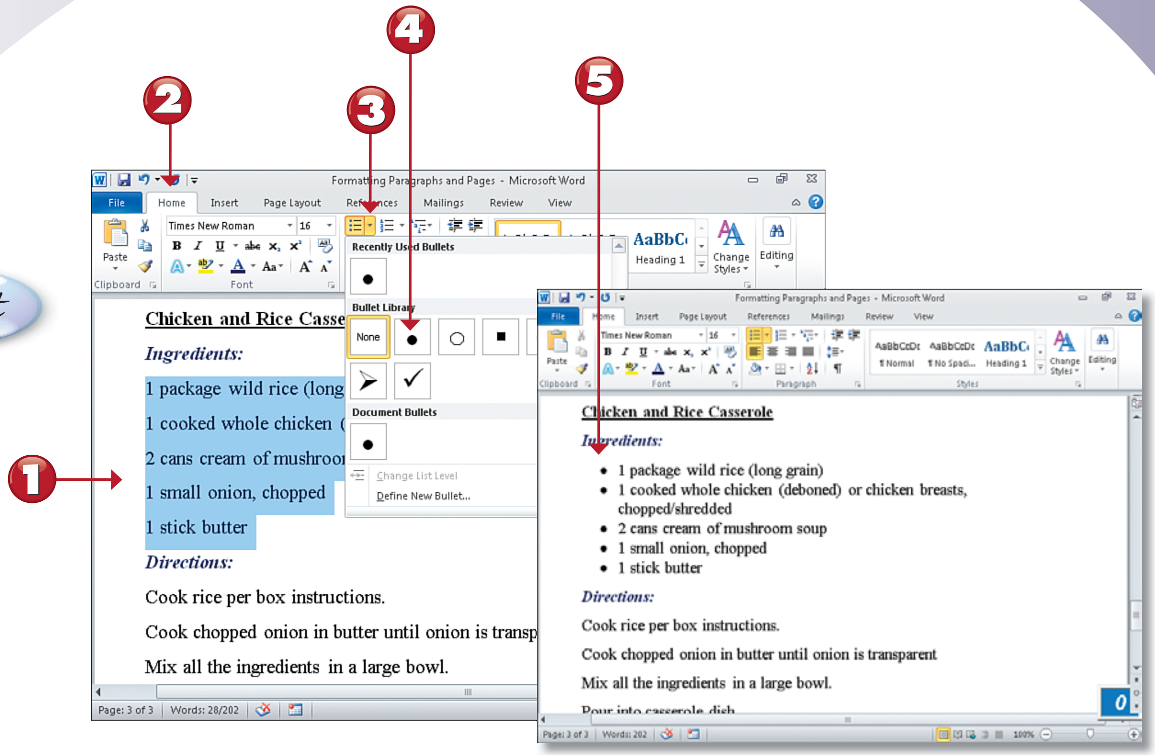
End

TIP

Leader Characters Leader characters are simply characters that appear between tab stops. Dots, for example, are a common leader character used, or a dash or solid line. Leader characters extend from one tabbed column to the next, filling in the extra space between columns. You can set leader characters through the Tabs dialog box described in the previous tip. ■

CREATING BULLETED AND NUMBERED LISTS

Bulleted and numbered lists are a great way to organize list text in a document and make it stand out from the rest of the text. You can even specify a style to use for your bullets or numbers.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Page: 3 of 3
Words: 28/202
Words: 202
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Chicken and Rice Casserole

Ingredients:

- 1 package wild rice (long grain)
- 1 cooked whole chicken (deboned) or chicken breasts, chopped/shredded
- 2 cans cream of mushroom soup
- 1 small onion, chopped
- 1 stick butter

Directions:

Cook rice per box instructions.

Cook chopped onion in butter until onion is transparent

Mix all the ingredients in a large bowl.

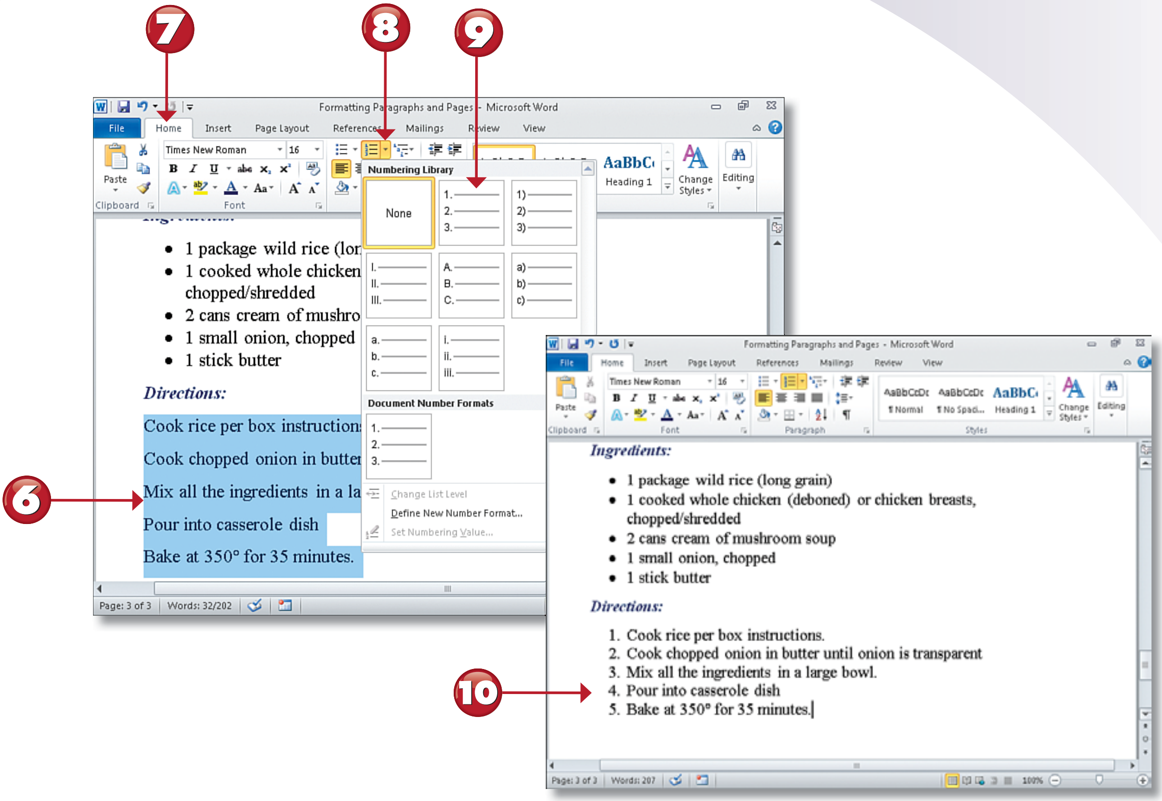
Pour into casserole dish

1. Select the text you want to turn into a bulleted list.
2. Click the **Home** tab on the Ribbon.
3. Click the drop-down arrow next to the **Bullets** button.
4. Click the bullet style you want to apply.
5. Word applies the bullets to the text.

Continued

TIP

Quick Bullets or Numbers You don't have to open the bullets or numbering menus to create a list. You can just click the **Bullets** button to assign the default bullet style, or click the **Numbering** button to apply the default number style. ■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Document Number Formats
Change List Level
Define New Number Format...
Set Numbering Value...
Page: 3 of 3
Words: 32/202
Words: 207

Ingredients:

- 1 package wild rice (long grain)
- 1 cooked whole chicken (deboned) or chicken breasts, chopped/shredded
- 2 cans cream of mushroom soup
- 1 small onion, chopped
- 1 stick butter

Directions:

1. Cook rice per box instructions.
2. Cook chopped onion in butter until onion is transparent
3. Mix all the ingredients in a large bowl.
4. Pour into casserole dish
5. Bake at 350° for 35 minutes.

6. Select the text you want to turn into a numbered list.
7. Click the **Home** tab on the Ribbon.
8. Click the drop-down arrow next to the **Numbering** button.
9. Click the number style you want to apply.
10. Word applies the numbers to the text.

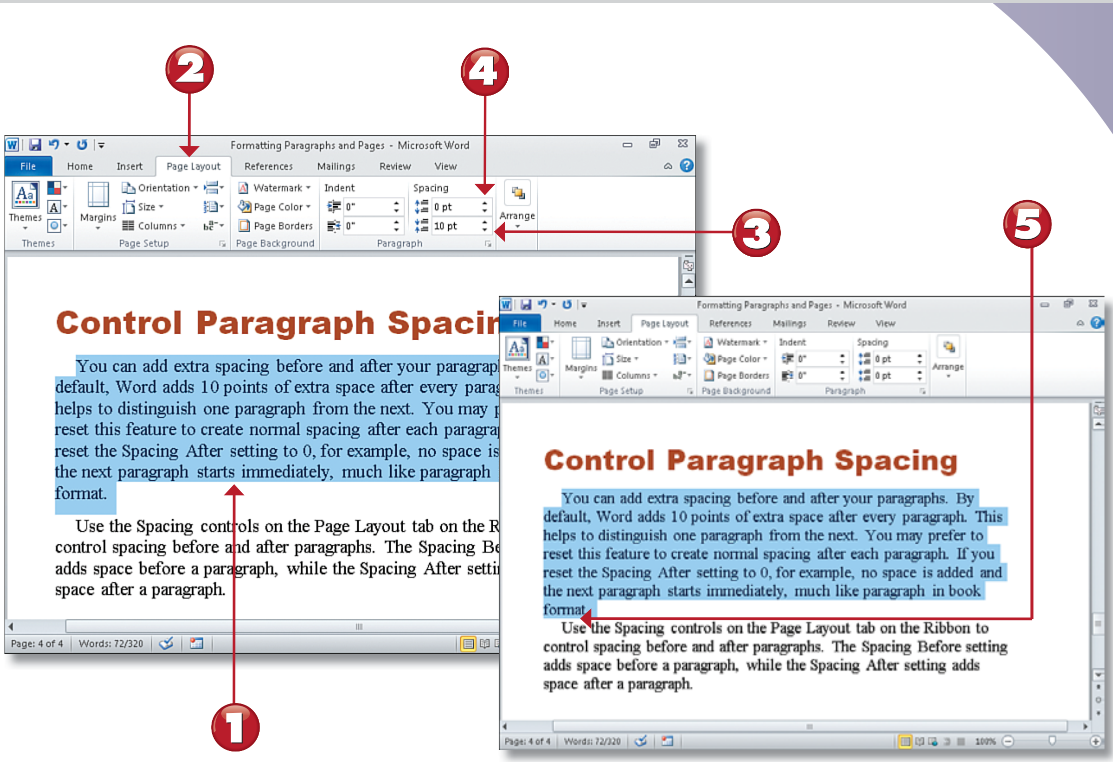
End

TIP

Continued List After you assign bullets or numbers to selected text, any new lines you add below the list are also assigned bullet or numbering status. To turn this off, just press **Ctrl+z** or click the **Undo** button on the Quick Access toolbar. ■

CONTROLLING PARAGRAPH SPACING

By default, Word adds extra space below every paragraph. You can control the spacing to suit your own document needs. For example, if you are typing up a letter or a report, you might want normal spacing between paragraphs. You can specify how much space to include before and after paragraphs.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Page: 4 of 4
Words: 72/320
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Control Paragraph Spacin

You can add extra spacing before and after your paragrap
default, Word adds 10 points of extra space after every parag
helps to distinguish one paragraph from the next. You may p
reset this feature to create normal spacing after each paragra
reset the Spacing After setting to 0, for example, no space is
the next paragraph starts immediately, much like paragraph
format.

Use the Spacing controls on the Page Layout tab on the R
control spacing before and after paragraphs. The Spacing Be
adds space before a paragraph, while the Spacing After setti
space after a paragraph.

Control Paragraph Spacing

You can add extra spacing before and after your paragraphs. By default, Word adds 10 points of extra space after every paragraph. This helps to distinguish one paragraph from the next. You may prefer to reset this feature to create normal spacing after each paragraph. If you reset the Spacing After setting to 0, for example, no space is added and the next paragraph starts immediately, much like paragraph in book format.

Use the Spacing controls on the Page Layout tab on the Ribbon to control spacing before and after paragraphs. The Spacing Before setting adds space before a paragraph, while the Spacing After setting adds space after a paragraph.

Start

1. Select the paragraph or paragraphs you want to edit.
2. Click the **Page Layout** tab.
3. Click the **Spacing After** spinner arrows to select the measurement you want to assign.
4. If you prefer to set spacing before a paragraph, click the **Spacing Before** spinner arrows to set a spacing measurement.
5. Word applies the new spacing to the paragraph. In this example, 0 paragraph spacing is applied.

End

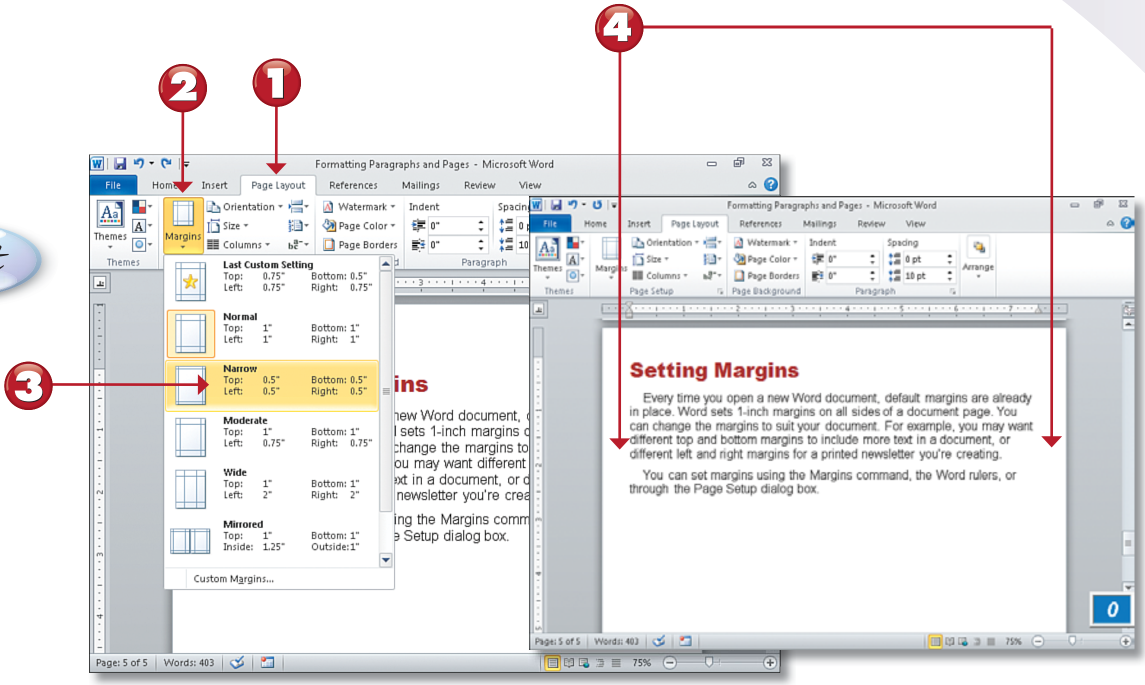
TIP

Line Spacing Word 2010 also adds extra spacing between lines, which you will notice whenever you press the Enter key to start a new line. Multiline spacing (1.15) is assigned by default. In previous editions of the program, the line spacing was set to single line (1.0). To assign single line spacing in Word 2010, click the **Home** tab, click the **Line and Paragraph Spacing** button and click **1.0**. ■

SETTING MARGINS

Word's default margins are set to 1-inch on all sides of the page. You can change these margins to suit your document needs. Word includes several preset margins you can apply, or you can create your own custom margins.

Start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Paragraph
Page Setup
Page Background
Arrange
Last Custom Setting
Top: 0.75" Bottom: 0.5"
Left: 0.75" Right: 0.75"
Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"
Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"
Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"
Wide
Top: 1" Bottom: 1"
Left: 2" Right: 2"
Mirrored
Top: 1" Bottom: 1"
Inside: 1.25" Outside:1"
Custom Margins...
Page: 5 of 5
Words: 403
75%

Setting Margins

Every time you open a new Word document, default margins are already in place. Word sets 1-inch margins on all sides of a document page. You can change the margins to suit your document. For example, you may want different top and bottom margins to include more text in a document, or different left and right margins for a printed newsletter you're creating.

You can set margins using the Margins command, the Word rulers, or through the Page Setup dialog box.

1. Click the **Page Layout** tab.
2. Click **Margins**.
3. Click the margins setting you want to apply.
4. Word applies the new margins to the document pages.

End

TIP

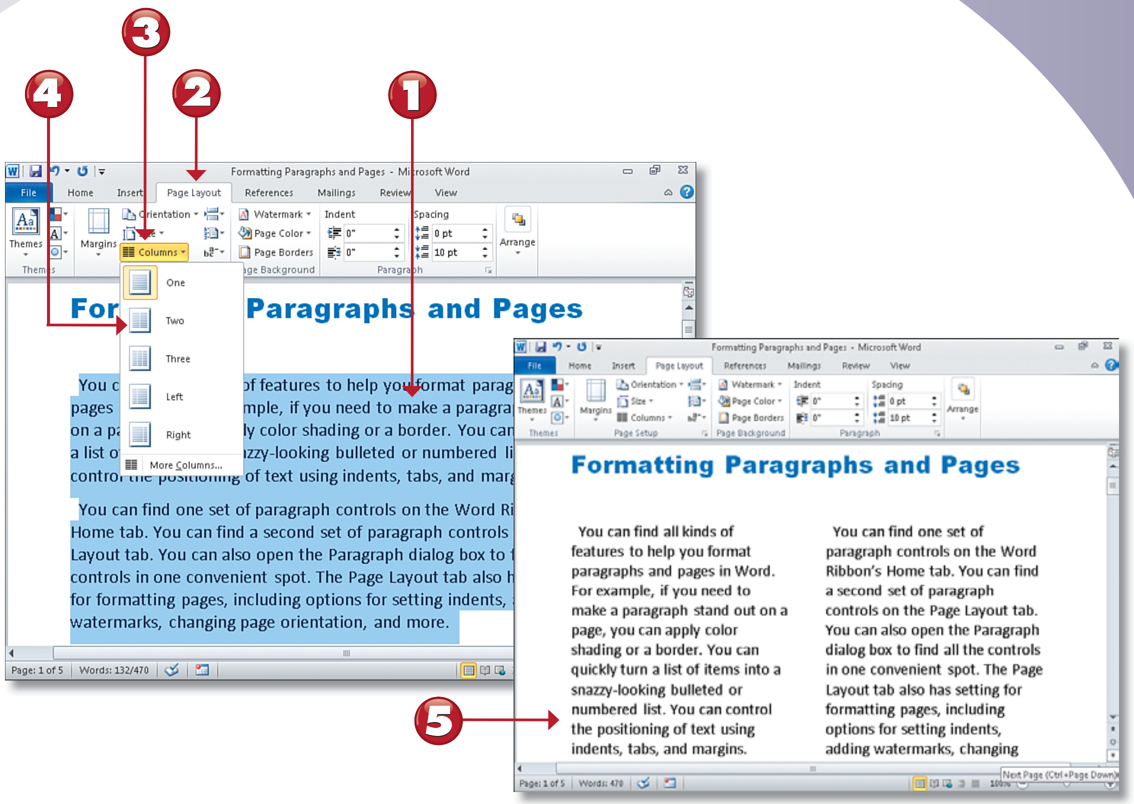
Custom Margins You can use the Page Layout dialog box to set customized margins for your document. Click **Margins**, **Custom Margins** to open the dialog box to the Margins tab. Here you can set Top, Left, Bottom, and Right margins. Measurements are specified in inches from the edge of the page. Your last custom margins always appear listed at the top of the Margins menu list so you can easily apply them again. ■

TIP

Ruler Margins You can use Word's horizontal and vertical rulers to check out your page margins. You can also use the margin markers on the rulers to reset margins simply by dragging them to a new position on the ruler. To turn on the Ruler, click the **View** tab and click the **Ruler** check box. ■

CREATING COLUMNS

You can turn your Word text into columns much like those found in a newspaper or magazine. With the column feature, text snakes from column to column on a page. Columns are perfect for newsletters, bulletins, and other publications.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Formatting Paragraphs and Pages - Microsoft Word
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One
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Three
Left
Right
More Columns...
Page: 1 of 5
Words: 132/470
Words: 470
Next Page (Ctrl+Page Down)

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page Layout tab. You can also open the Paragraph dialog box to find all the controls in one convenient spot. The Page Layout tab also has setting for formatting pages, including options for setting indents, adding watermarks, changing

Start

1. Select the text you want to turn into columns.
2. Click the **Page Layout** tab.
3. Click the **Columns** button.
4. Click the number of columns you want to create.
5. Word applies the columns to the text.

End

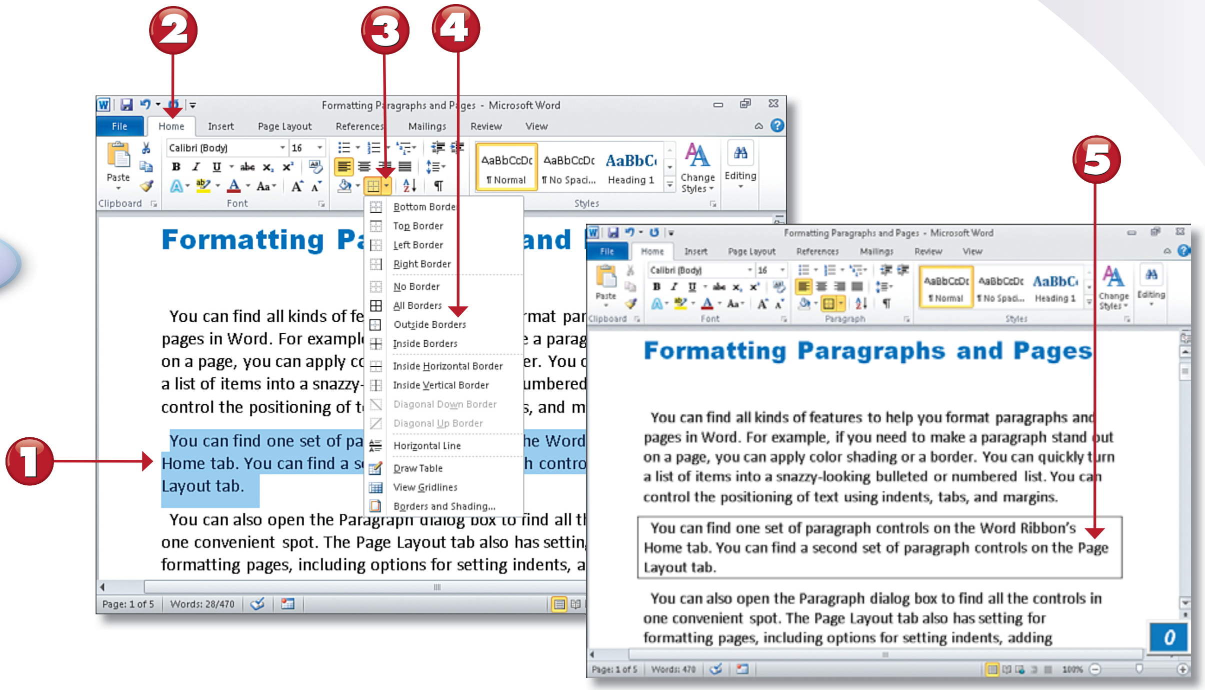
TIP

Custom Columns You can create custom columns with a little help from the Columns dialog box. To display the dialog box, click the **Columns** button and click **More Columns**. You can set a specific measurement for each column and set the amount of spacing that appears between the columns. ■

ADDING A PARAGRAPH BORDER

One way to set off a paragraph in a document is to add a border surrounding the text. You might use this technique to set apart a quote or important fact in the middle of a report, for example. You can customize paragraph borders to include all four sides, or just one or two sides, and so on.

Start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AaBbC Heading 1
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Inside Borders
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Diagonal Down Border
Diagonal Up Border
Horizontal Line
Draw Table
View Gridlines
Borders and Shading...
Page: 1 of 5
Words: 28/470
Words: 470
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1. Select the paragraph.
2. Click the **Home** tab.
3. Click the **Paragraph Border** drop-down arrow.
4. Click the border you want to apply.
5. Word applies the new border.

End

TIP

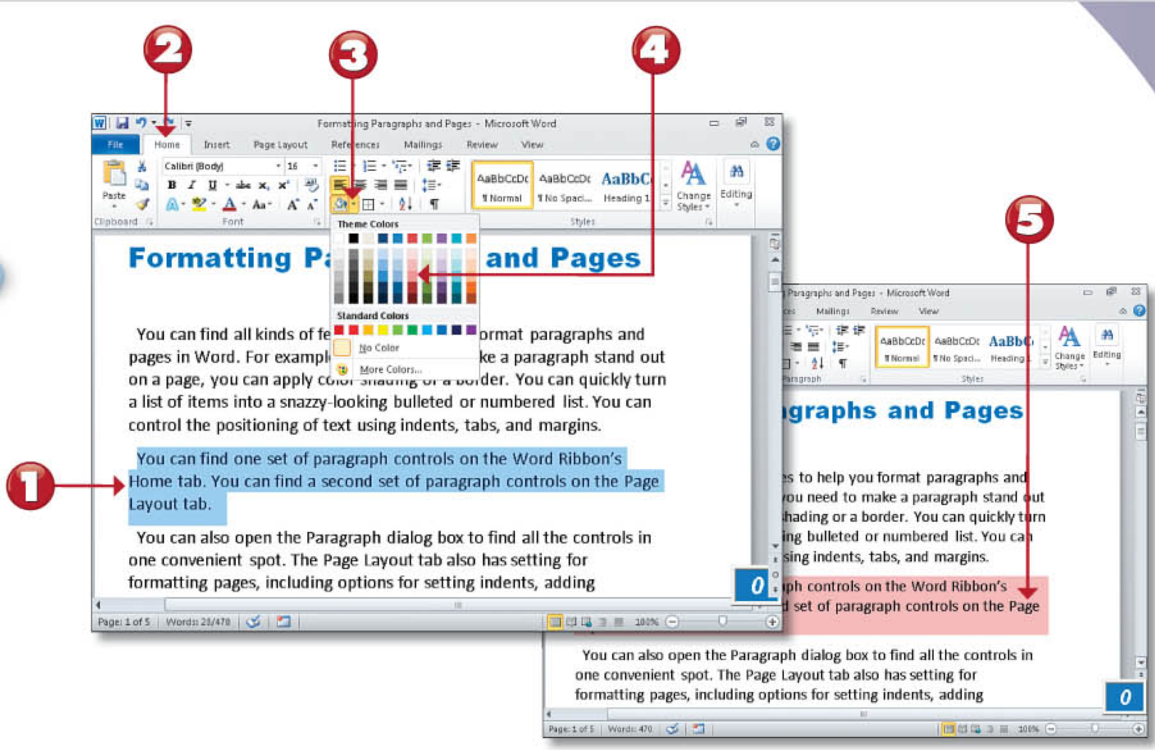
Table Borders You can also use the **Paragraph Border** feature to add borders to tables. See Chapter 7, "Adding Tables," to learn more about creating tables in Word 2010. ■

TIP

Turn It Off To remove a paragraph border, select the paragraph, click the **Paragraph Border** drop-down menu again, and click the **No Border** command. ■

ADDING SHADING TO A PARAGRAPH

Along with paragraph borders, you can also set off a paragraph with color shading. For example, you might add a light color shading behind paragraph text detailing a note in the middle of your report or brochure. Word's color palettes include a theme-based palette as well as a standard color palette from which you can choose just the right color for your document.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Formatting Paragraphs and Pages - Microsoft Word
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You can also open the Paragraph dialog box to find all the controls in one convenient spot. The Page Layout tab also has setting for formatting pages, including options for setting indents, adding

Start

1. Select the paragraph.
2. Click the **Home** tab.
3. Click the **Shading** drop-down arrow.
4. Click the color you want to apply.
5. Word applies the new color shading to the paragraph.

End

TIP

More Colors If you don't see a color you like listed in the color palette, click the **More Colors** option at the bottom of the palette. This opens the Colors dialog box where you can choose from a larger listing of standard colors as well as set a custom color. ■

TIP

No Color To remove color shading from a paragraph, select the paragraph and then click the **No Color** option from the Shading palette. ■

INSERTING PAGE NUMBERS

It's easy to add page numbers to longer documents you create in Word. You can choose to insert page numbers at the top or bottom of your pages. Page numbers are part of Word's Header and Footers feature. As such, you can choose from a variety of preset page number styles, each with a different appearance or positioning on the page.

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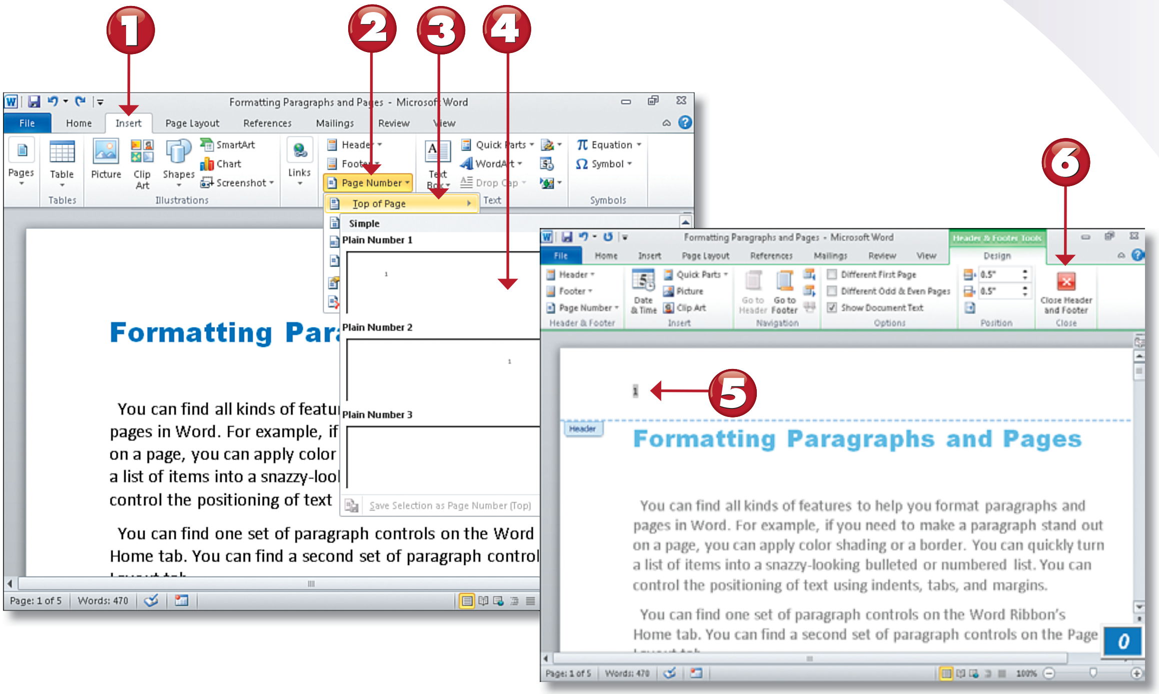
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Formatting Paragraphs and Pages - Microsoft Word
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SmartArt
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Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
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Symbols
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Simple
Plain Number 1
Plain Number 2
Plain Number 3
Save Selection as Page Number (Top)
Header & Footer Tools
Design
Date & Time
Picture
Clip Art
Go to Header
Go to Footer
Different First Page
Different Odd & Even Pages
Show Document Text
0.5"
0.5"
Close Header and Footer
Header & Footer
Insert
Navigation
Options
Position
Close
Header
Page: 1 of 5
Words: 470
100%

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page

1. Click the **Insert** tab on the Ribbon.
2. Click the **Page Number** button.
3. Click a page location.
4. Click the number style you want to use.
5. Word opens the Header or Footer area and applies the page numbers to the document.
6. Click **Close Header and Footer** to exit the feature.

End

TIP

Customize the format and starting number of your page numbers by selecting the **Format Page Numbers** option from the **Page Numbers** menu. ■

TIP

Remove Them To remove page numbers, simply redisplay the **Page Number** menu and click **Remove Page Numbers** at the bottom of the list. ■

ADDING HEADERS AND FOOTERS

You can use headers and footers in Word to add extra text in the top and bottom margin areas. A header appears at the top of every page, while a footer appears at the bottom. You can use headers and footers to display the document title, name of your organization, your name, date, and so on. Word offers a wide variety of preset headers and footers you can use, or you can create your own. This task shows a header added to a document, but you can use the same steps to add a footer instead.

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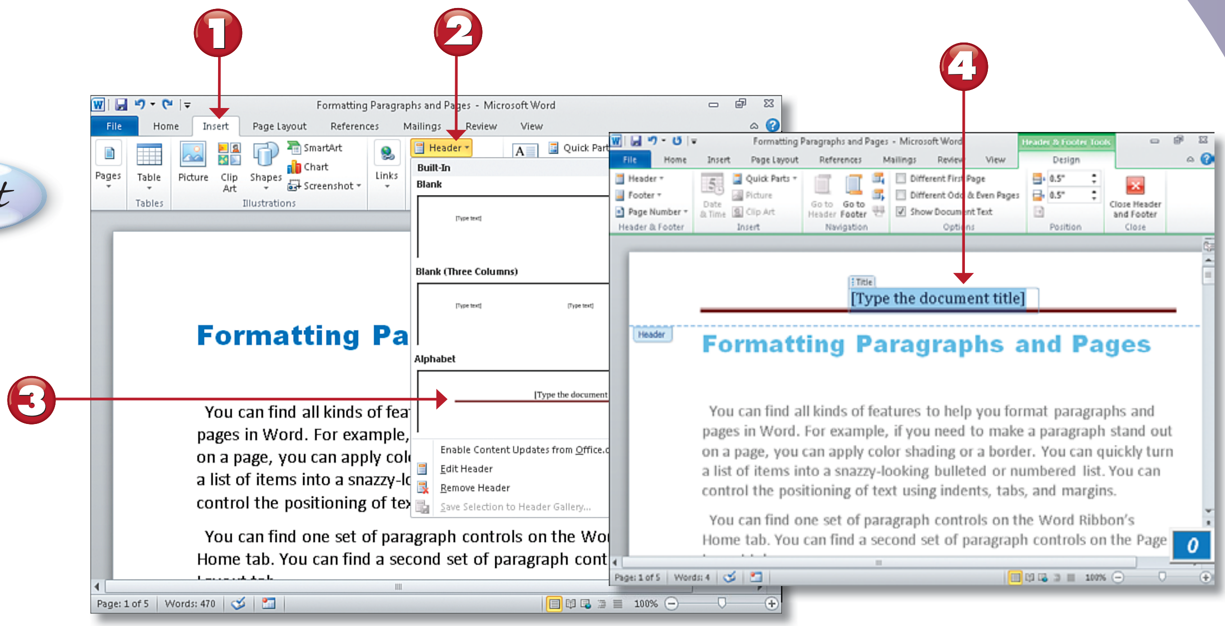
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Blank (Three Columns)
Alphabet
[Type the document title]
Enable Content Updates from Office.com
Edit Header
Remove Header
Save Selection to Header Gallery...
Header & Footer Tools
Design
Title
Header

[Type the document title]

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page

1. Click the **Insert** tab.

2. Click the **Header** or **Footer** button.

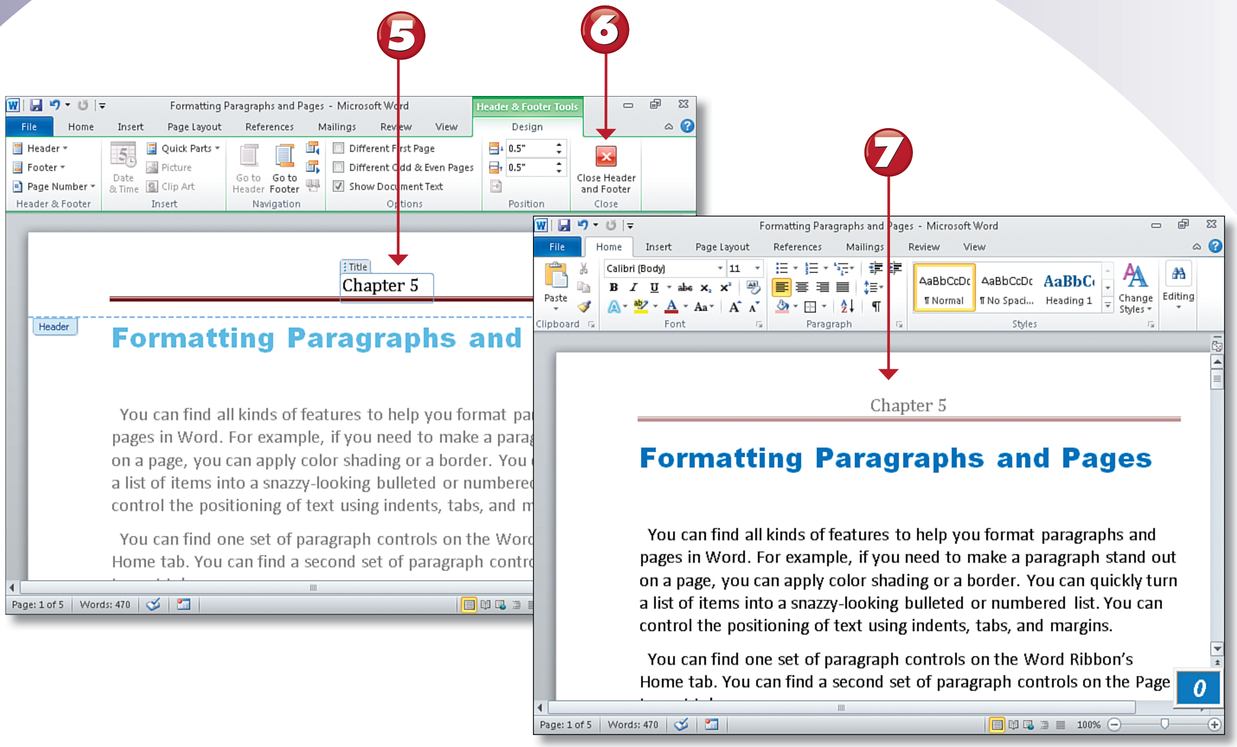
3. Click a preset header or footer to apply.

4. Word opens the header or footer area and displays the placeholder text, along with a special tab of header and footer tools.

Continued

TIP

Switch Between Them If your document has both headers and footers assigned, you can switch between the areas on your page using the **Go to Header** or **Go to Footer** buttons on the Header & Footer Tools tab. ■


5
6
7
Formatting Paragraphs and Pages - Microsoft Word
Header & Footer Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Design
Header
Footer
Page Number
Date & Time
Quick Parts
Picture
Clip Art
Go to Header
Go to Footer
Different First Page
Different Odd & Even Pages
Show Document Text
0.5"
0.5"
Close Header and Footer
Header & Footer
Insert
Navigation
Options
Position
Close
Title
Header
Page: 1 of 5
Words: 470
Paste
Calibri (Body)
11
Normal
No Spaci...
Heading 1
Change Styles
Editing
Clipboard
Font
Paragraph
Styles
100%

Chapter 5

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page

5 Replace the header or footer text with your own text.

6 Click the **Close Header and Footer** button to return to the document.

7 Word displays the header or footer text at the top or bottom of the page.

End

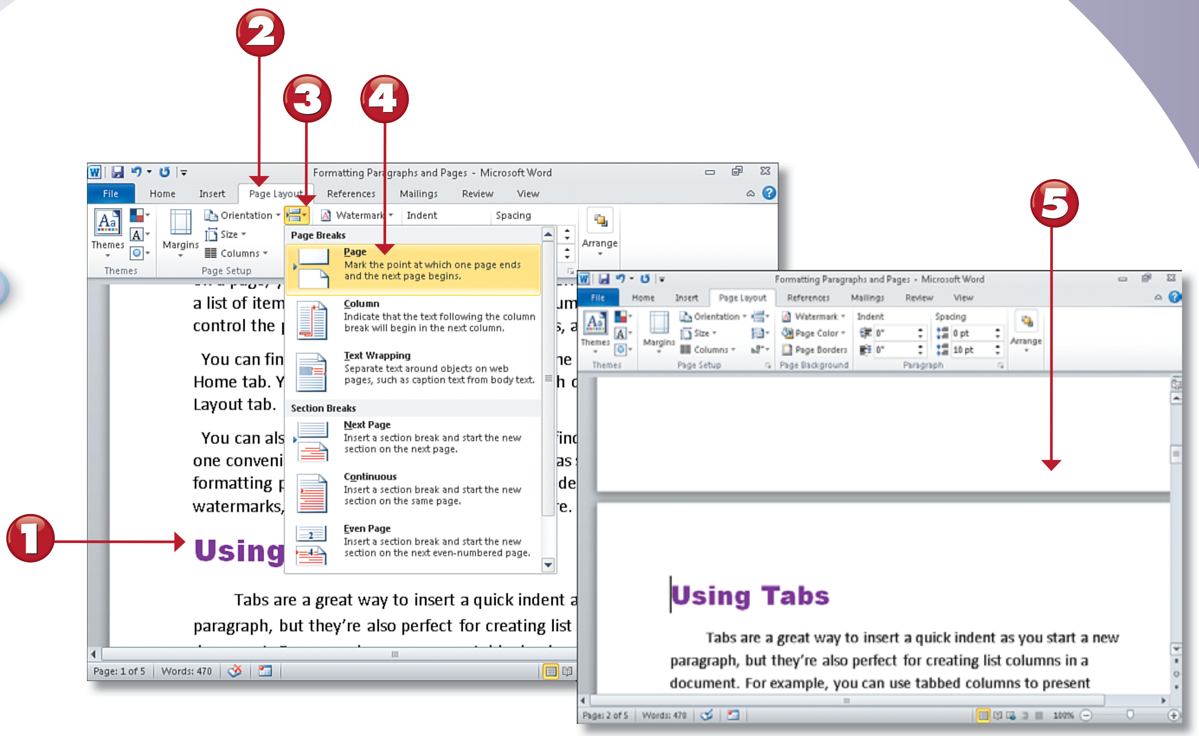
TIP

Customize It You can create your own custom headers and footers and add them to Word's Headers and Footers gallery. Simply select all the elements that comprise the header or footer you've customized, click the **Insert** tab, click the **Header** or **Footer** drop-down arrow, and then click **Save Selection to Header Gallery** or **Save Selection to Footer Gallery**. The Create New Building Block dialog box opens and you can give the header or footer a unique name. Click **OK** and it's added to the gallery. ■

INSERTING PAGE AND SECTION BREAKS

You can use page breaks and section breaks to control how your pages are laid out in a document. By default, Word breaks your document into pages for you. You can force a page break whenever you want to start a new page yourself. You can use section breaks to start new sections of your document.

Start


2
3
4
5
1
Formatting Paragraphs and Pages - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Themes
Margins
Orientation
Size
Columns
Watermark
Indent
Spacing
Arrange
Page Setup
Page Breaks
Page
Mark the point at which one page ends and the next page begins.
Column
Indicate that the text following the column break will begin in the next column.
Text Wrapping
Separate text around objects on web pages, such as caption text from body text.
Section Breaks
Next Page
Insert a section break and start the new section on the next page.
Continuous
Insert a section break and start the new section on the same page.
Even Page
Insert a section break and start the new section on the next even-numbered page.
Page: 1 of 5
Words: 470
Page Color
Page Borders
Page Background
Paragraph
Using Tabs
Page: 2 of 5
100%

Tabs are a great way to insert a quick indent as you start a new paragraph, but they're also perfect for creating list columns in a document. For example, you can use tabbed columns to present

1. Click where you want a page break to occur in the document.
2. Click the **Page Layout** tab.
3. Click the **Insert Page and Section Breaks** button.
4. Click **Page**.
5. Word inserts the page break in the document.

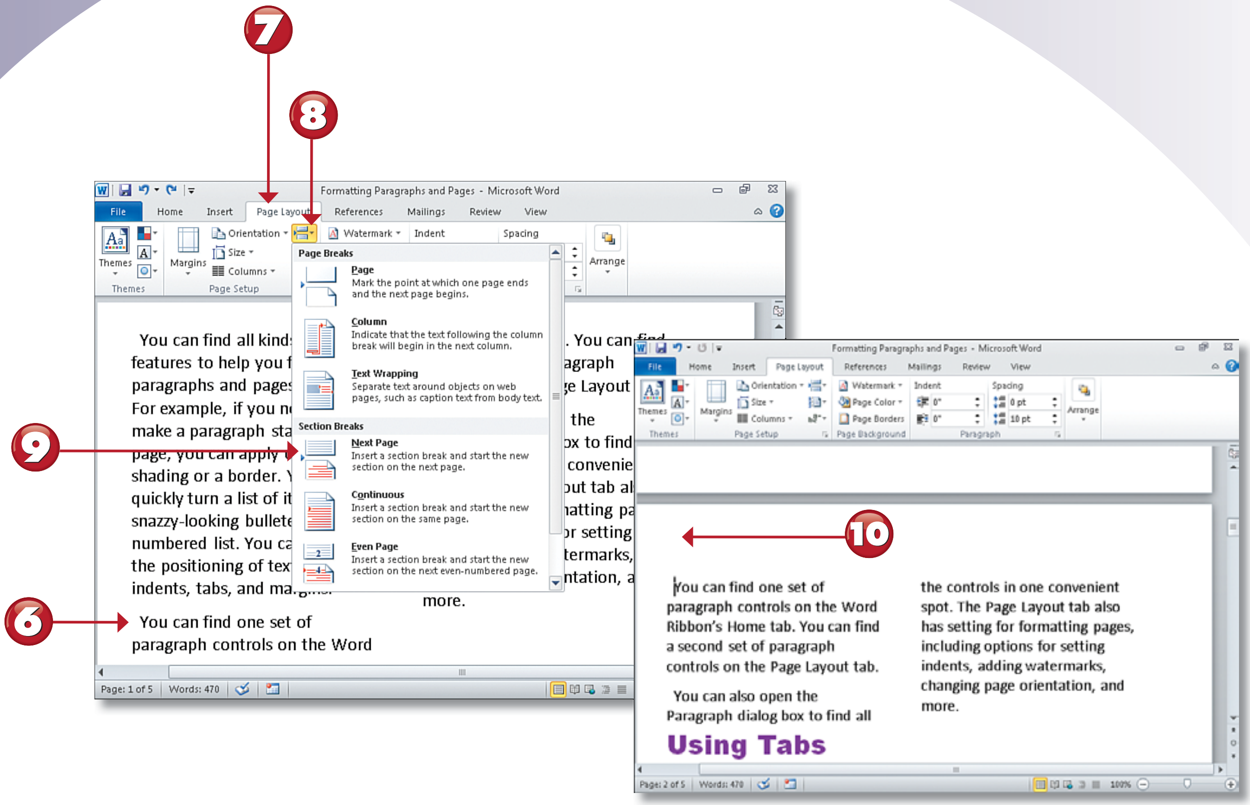
Continued

TIP

Insert Tab You can also insert a page break through the Insert tab on the Ribbon. Click the **Pages** button and click **Page Break**. ■

TIP

Keyboard Shortcuts You can insert a manual page break using the keyboard. Simply press **Ctrl+Enter**. You can also break a line instead of a page and start a new line without starting a new paragraph by pressing **Shift+Enter**. ■


7
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Formatting Paragraphs and Pages - Microsoft Word
File
Home
Insert
Page Layout
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Themes
Margins
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Page Setup
Watermark
Page Color
Page Borders
Page Background
Indent
Spacing
Paragraph
Arrange
Page: 1 of 5
Page: 2 of 5
Words: 470
100%

Page Breaks

Page
Mark the point at which one page ends and the next page begins.

Column
Indicate that the text following the column break will begin in the next column.

Text Wrapping
Separate text around objects on web pages, such as caption text from body text.

Section Breaks

Next Page
Insert a section break and start the new section on the next page.

Continuous
Insert a section break and start the new section on the same page.

Even Page
Insert a section break and start the new section on the next even-numbered page.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page Layout tab.

You can also open the Paragraph dialog box to find all the controls in one convenient spot. The Page Layout tab also has setting for formatting pages, including options for setting indents, adding watermarks, changing page orientation, and more.

Using Tabs

6 Click where you want a section break to occur in the document.

7 Click the **Page Layout** tab.

8 Click the **Insert Page and Section Breaks** button.

9 Click the type of section break you want to insert.

10 Word adds the section break to the document.

End

TIP

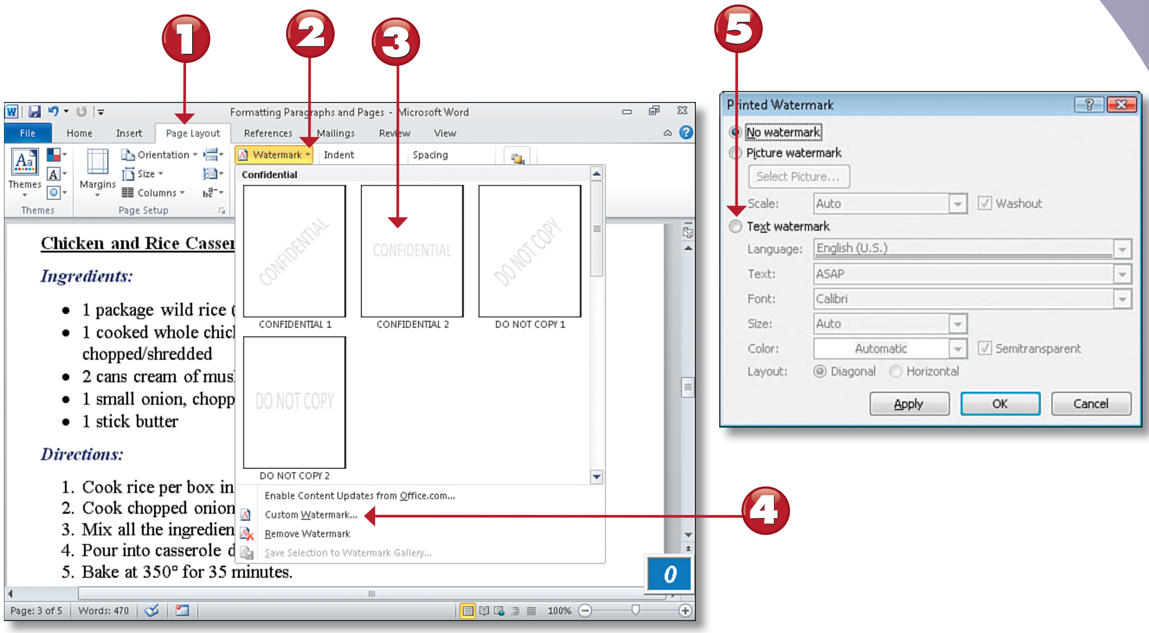
Column Breaks You can control where the column breaks and where a new column starts. Click where you want the break to occur and then click the **Insert Page and Section Breaks** button and click **Column**. ■

TIP

Section Breaks A **Next Page** break starts the next section on a new page. A **Continuous** section break starts a new section on the same page. An Even Page or Odd page break starts the new section on the next even- or odd-numbered page. ■

ADDING A WATERMARK

Watermarks are images, patterns, or text that appear behind text on the page's background. Watermarks are often used to mark a document's importance, such as Confidential, Draft, or Urgent. You might also use a company logo as a watermark. Because they appear in the background, watermarks are typically faded out so you can still read any text that appears on top of the image. Word has several preset watermarks you can choose from, or you can create your own.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Formatting Paragraphs and Pages - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Themes
Margins
Orientation
Size
Columns
Page Setup
Watermark
Indent
Spacing
Confidential
CONFIDENTIAL
CONFIDENTIAL 1
CONFIDENTIAL 2
DO NOT COPY
DO NOT COPY 1
DO NOT COPY 2
Enable Content Updates from Office.com...
Custom Watermark...
Remove Watermark
Save Selection to Watermark Gallery...
Page: 3 of 5
Words: 470
100%
Printed Watermark
Select Picture...
Apply
OK
Cancel

Chicken and Rice Casser

Ingredients:

- 1 package wild rice (
- 1 cooked whole chic
  chopped/shredded
- 2 cans cream of mus
- 1 small onion, chopp
- 1 stick butter

Directions:

1. Cook rice per box in
2. Cook chopped onion
3. Mix all the ingredien
4. Pour into casserole d
5. Bake at 350° for 35 minutes.

● No watermark
○ Picture watermark
Scale: Auto ☑ Washout
○ Text watermark
Language: English (U.S.)
Text: ASAP
Font: Calibri
Size: Auto
Color: Automatic ☑ Semitransparent
Layout: ● Diagonal ○ Horizontal

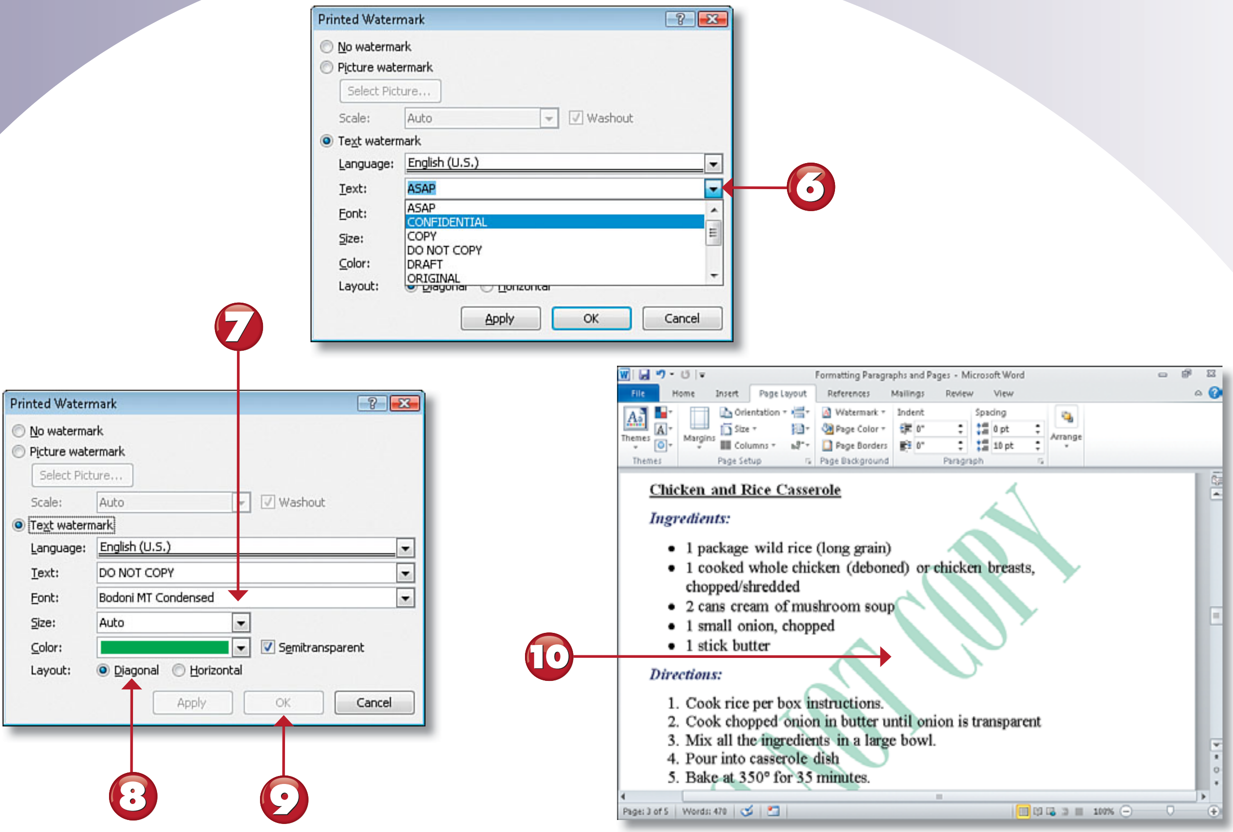
Start

1. Click the **Page Layout** tab.
2. Click the **Watermark** button.
3. If you want to use a preset watermark, choose one from the gallery.
4. To create your own watermark, click the **Custom Watermark** option to open the Printed Watermark dialog box.
5. To create a text-based watermark, click the **Text watermark** option.

Continued

TIP

Picture Watermark You can use a picture as a watermark, such as a company logo. Click the **Picture watermark** option in the Printed Watermark dialog box and select the picture file you want to use. You can experiment with the scale to create just the right look. By default, it's best to leave the **Washout** check box selected so document text is legible over the watermark. ■


Printed Watermark
No watermark
Picture watermark
Select Picture...
Scale:
Auto
Washout
Text watermark
Language:
Text:
Font:
Size:
Color:
Layout:
ASAP
CONFIDENTIAL
COPY
DO NOT COPY
DRAFT
ORIGINAL
Diagonal
Horizontal
Apply
OK
Cancel
Formatting Paragraphs and Pages - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Themes
Margins
Orientation
Size
Columns
Page Setup
Watermark
Page Color
Page Borders
Page Background
Indent
Spacing
Paragraph
Arrange
6
7
8
9
10

Language: English (U.S.)

Text: ASAP

Language: English (U.S.)

Text: DO NOT COPY

Font: Bodoni MT Condensed

Size: Auto

Color: Auto ☑ Semitransparent

Layout: ● Diagonal ○ Horizontal

Chicken and Rice Casserole

Ingredients:

- 1 package wild rice (long grain)
- 1 cooked whole chicken (deboned) or chicken breasts, chopped/shredded
- 2 cans cream of mushroom soup
- 1 small onion, chopped
- 1 stick butter

Directions:

1. Cook rice per box instructions.
2. Cook chopped onion in butter until onion is transparent
3. Mix all the ingredients in a large bowl.
4. Pour into casserole dish
5. Bake at 350° for 35 minutes.

DO NOT COPY

Page: 3 of 5 Words: 470 100%

⑥ Click the **Text** drop-down arrow and choose the text you want to use or type in your own text.

⑦ Use the formatting drop-down arrows to further customize the font, size, and color of the watermark.

⑧ Choose whether you want to display the watermark diagonally or horizontally across the page.

⑨ Click **OK**.

⑩ Word applies the watermark to the page.

End

TIP

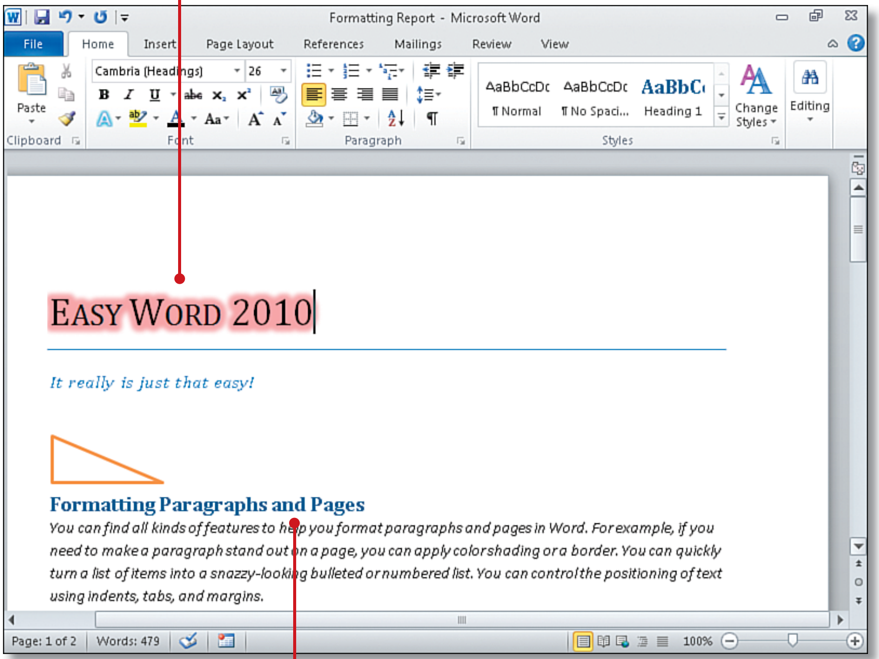
Remove It To remove a watermark you no longer want, click the **Watermark** button on the Page Layout tab and click **Remove Watermark**. ■

Chapter 6

ADDING ADVANCED FORMATTING

The number of formatting features available in Word seem endless. You can apply formatting features to text, paragraphs, and entire pages. You can change the appearance of text, change the positioning of text and paragraphs, add page elements, and much more. In this chapter, you'll learn about a few of Word's more advanced formatting features. Some of these features can be real timesavers. For example, you can save yourself some effort in formatting your documents by applying a preset style or theme. You can also dress up your text further by using features like drop caps or Word's text effects.

You can find all kinds of formatting controls to give your Word documents visual impact, such as text effects found on the Home tab.


Formatting Report - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Cambria (Headings)
26
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC(
Heading 1
Styles
Change Styles
Editing
Page: 1 of 2
Words: 479
100%

Easy Word 2010

It really is just that easy!

Formatting Paragraphs and Pages

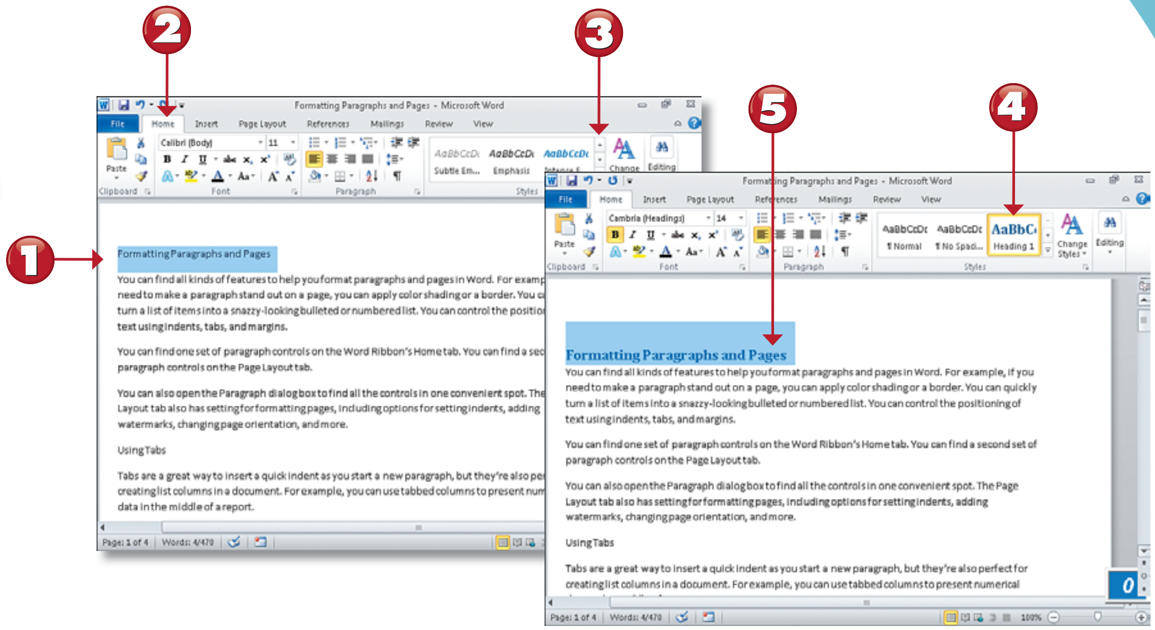
You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

Styles can help your document appear cohesive and professional.

APPLYING STYLES

Styles are a great way to apply a collection of formatting attributes to a document and create a uniform look and feel. Word has a wide variety of preset styles you can use, or you can create your own. For example, rather than reapplying formatting each time a heading appears in your document, you can assign a heading style to apply with a simple click. You can use styles to quickly format body text, captions, and more. You can use the Quick Styles gallery to quickly insert a style, or you can change the style set shown in the gallery.

Start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Formatting Paragraphs and Pages - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
Cambria (Headings)
11
14
Font
Paragraph
Styles
Subtle Em...
Emphasis
¶ Normal
¶ No Spaci...
Heading 1
Change Styles
Editing
Page: 1 of 4
Words: 4/470
100%

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page Layout tab.

You can also open the Paragraph dialog box to find all the controls in one convenient spot. The Page Layout tab also has setting for formatting pages, including options for setting indents, adding watermarks, changing page orientation, and more.

Using Tabs

Tabs are a great way to insert a quick indent as you start a new paragraph, but they're also perfect for creating list columns in a document. For example, you can use tabbed columns to present numerical data in the middle of a report.

1 Select the text to which you want to apply a style.

2 Click the **Home** tab on the Ribbon.

3 Use the scroll arrows to scroll through the list of available styles.

4 Click a style from the Styles group.

5 Word immediately applies the style to the text.

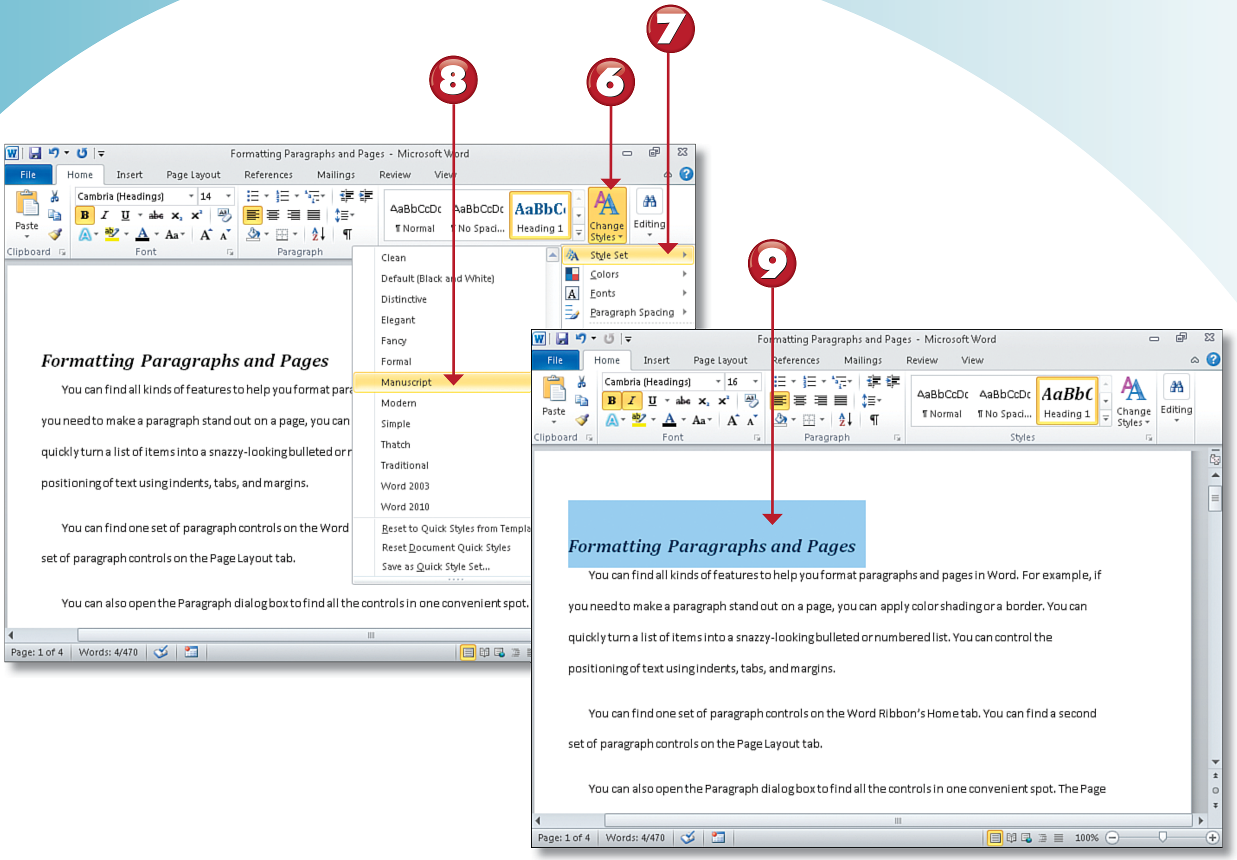
Continued

TIP

Quick View To see all of the styles in the gallery at once, click the **More** button directly below the Styles group scroll arrow buttons. ■

TIP

Remove It To remove a style, select the text and click the **More** button and then click **Clear Formatting** or click the **Clear Formatting** button in the Font group on the Home tab. ■


8
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Formatting Paragraphs and Pages - Microsoft Word
File
Home
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Page Layout
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Mailings
Review
View
Cambria (Headings)
14
Paste
Clipboard
Font
Paragraph
Styles
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbCc Heading 1
Change Styles
Editing
Style Set
Colors
Fonts
Paragraph Spacing
Clean
Default (Black and White)
Distinctive
Elegant
Fancy
Formal
Manuscript
Modern
Simple
Thatch
Traditional
Word 2003
Word 2010
Reset to Quick Styles from Template
Reset Document Quick Styles
Save as Quick Style Set...
16
Page: 1 of 4
Words: 4/470
100%

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page Layout tab.

You can also open the Paragraph dialog box to find all the controls in one convenient spot. The Page

6 To change the style set, click the **Change Styles** button.

7 Click **Style Set**.

8 Click another style set from the list.

9 Word applies the style set to the Quick Styles gallery and to any styles you have already assigned in the document.

End

TIP

Make Your Own Style Format the text just the way you want it, then select it. Next, click the **More** button and click **Save Selection as a New Quick Style**. This opens the Create New Style from Formatting dialog box where you can name the style. ■

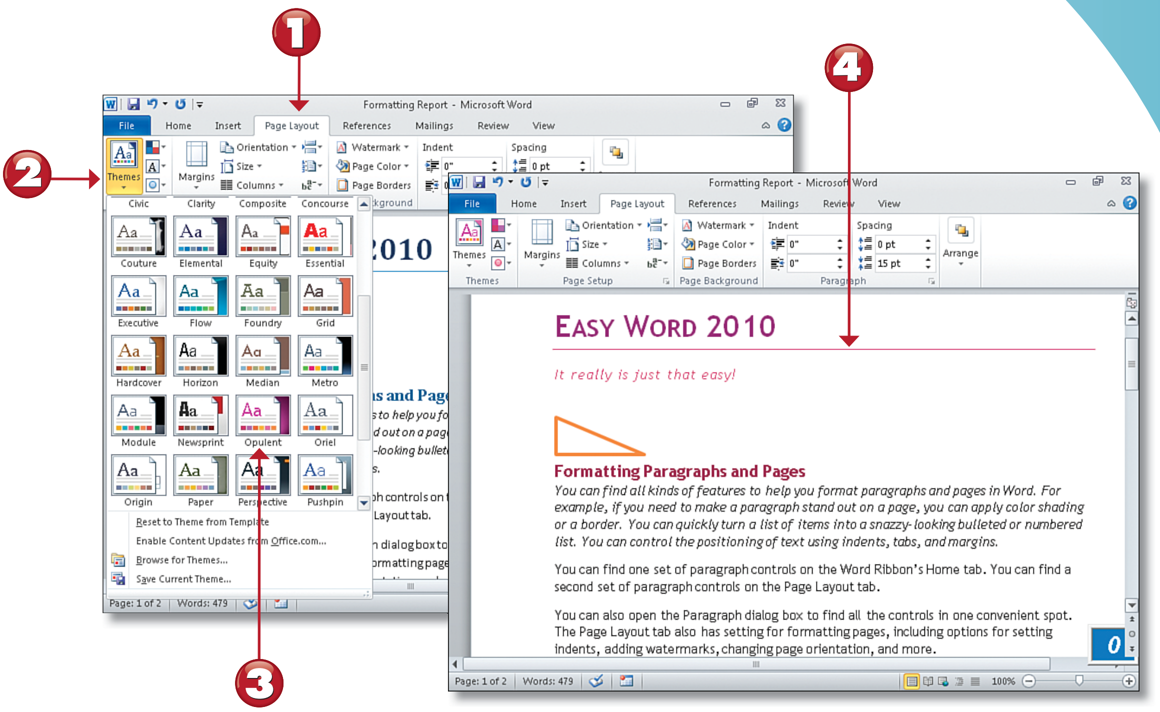
TIP

Open the Style Pane You can also open Word's Style pane to view and select styles. Click the **Styles** icon in the lower-right corner of the Styles group on the Home tab. ■

APPLYING THEMES

Themes are another way you can apply a common look and feel to your Word documents along with styles. Themes include a set of coordinating colors, fonts, and effects you can apply to make sure your documents share a professional appearance. You can choose from a variety of preset themes or browse for more themes from Office.com. Themes work best with styles you have already assigned to the document.

Start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4
Formatting Report - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Themes
Margins
Orientation
Size
Columns
Watermark
Page Color
Page Borders
Indent
Spacing
Arrange
Page Setup
Page Background
Paragraph
Civic
Clarity
Composite
Concourse
Couture
Elemental
Equity
Essential
Executive
Flow
Foundry
Grid
Hardcover
Horizon
Median
Metro
Module
Newsprint
Opulent
Oriel
Origin
Paper
Perspective
Pushpin
Reset to Theme from Template
Enable Content Updates from Office.com...
Browse for Themes...
Save Current Theme...
Page: 1 of 2
Words: 479
100%

EASY WORD 2010

It really is just that easy!

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page Layout tab.

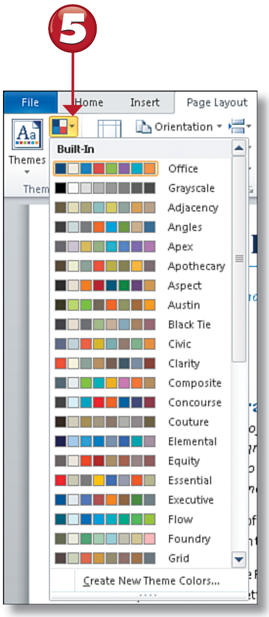
You can also open the Paragraph dialog box to find all the controls in one convenient spot. The Page Layout tab also has setting for formatting pages, including options for setting indents, adding watermarks, changing page orientation, and more.

1. Click the **Page Layout** tab on the Ribbon.
2. Click **Themes**.
3. Click the theme you want to apply.
4. Word applies the new theme to the document.

Continued

TIP

Office Theme By default, the Office theme is assigned to any new document you create in Word. ■


5
File
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Page Layout
Themes
Orientation
Built-In
Office
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Apothecary
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Equity
Essential
Executive
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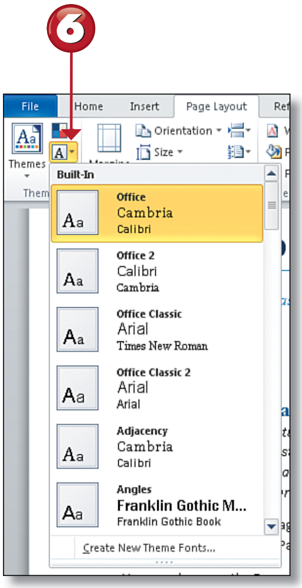
Create New Theme Colors...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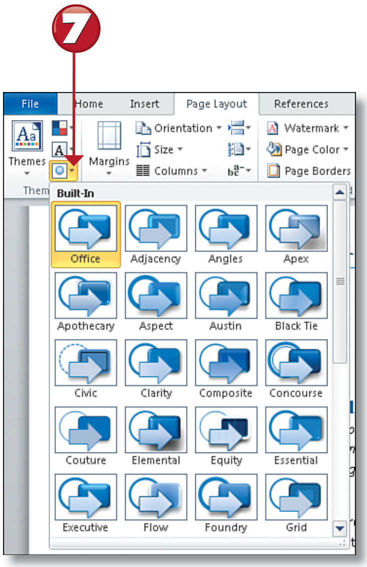
Office 2
Calibri
Cambria
Office Classic
Arial
Times New Roman
Office Classic 2
Arial
Arial
Adjacency
Cambria
Calibri
Angles
Franklin Gothic M...
Franklin Gothic Book
Create New Theme Fonts...


7
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Built-In
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Adjacency
Angles
Apex
Apothecary
Aspect
Austin
Black Tie
Civic
Clarity
Composite
Concourse
Couture
Elemental
Equity
Essential
Executive
Flow
Foundry
Grid

5 Click the **Theme Colors** drop-down arrow to change the color scheme associated with the theme.

6 Click the **Theme Fonts** drop-down arrow to change the fonts associated with the theme.

7 Click the **Theme Effects** drop-down arrow to change the effects.

End

TIP

What's in a Theme? When you assign a theme, Word looks for and replaces the formats of each of the styles to the document elements. A theme includes fonts for any headings and body text assigned, including color, type style, and spacing. Themes also include 3D effects, shadows, and lighting effects. ■

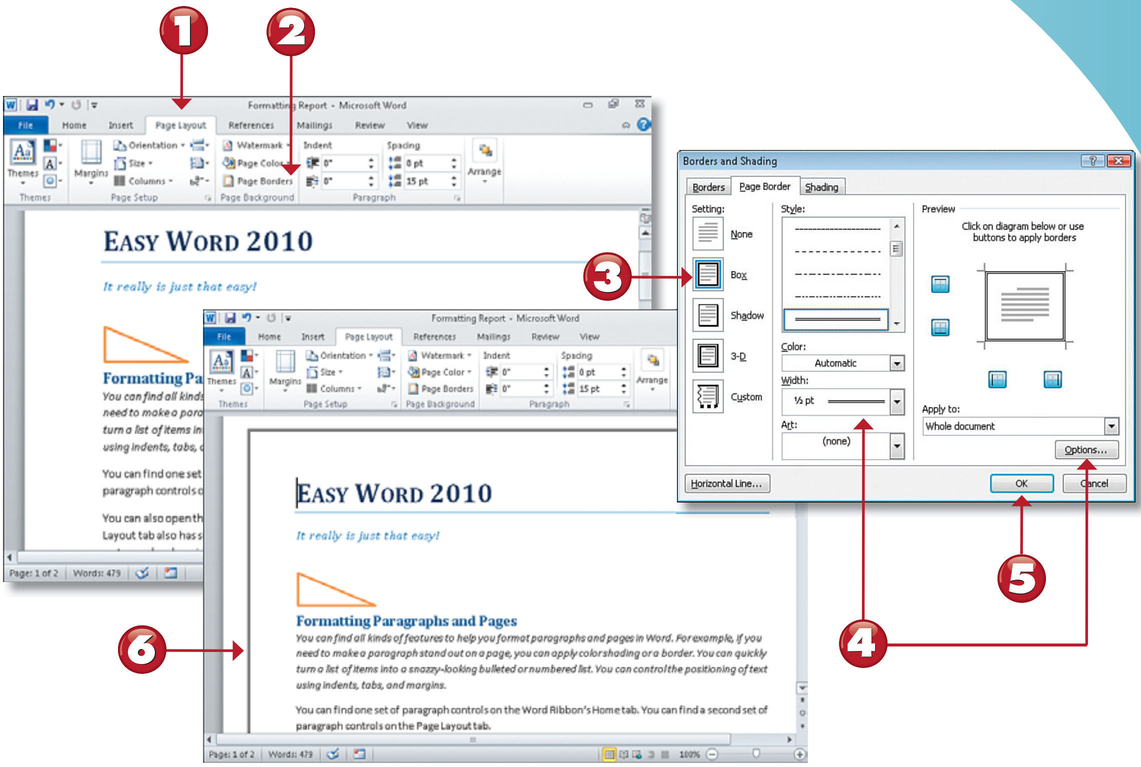
TIP

Looking for More Themes You can browse your computer or network for more themes. To browse for more themes, click the **Themes** button and click **Browse for Themes**. ■

ADDING BORDERS

You learned how to add borders to paragraphs in Chapter 5, "Formatting Paragraphs and Pages." You can also add borders to entire pages in your Word document. You can choose from several border styles, including a shadow or 3D border.

Start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Formatting Report - Microsoft Word
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Review
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Margins
Orientation
Size
Columns
Page Setup
Watermark
Page Color
Page Borders
Page Background
Indent
Spacing
Paragraph
Arrange
Page: 1 of 2
Words: 479
100%
Borders and Shading
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Color:
Automatic
Width:
½ pt
Art:
(none)
Preview
Click on diagram below or use buttons to apply borders
Apply to:
Whole document
Options...
Horizontal Line...
OK
Cancel

EASY WORD 2010

It really is just that easy!

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

You can find one set of paragraph controls on the Word Ribbon's Home tab. You can find a second set of paragraph controls on the Page Layout tab.

1. Click the **Page Layout** tab.
2. Click **Page Borders** to open the Borders and Shading dialog box to the Page Border tab.
3. Click the type of page border you want to add.
4. You can use the remaining formatting tools to set a style, color, and line thickness for the border, if desired. Click the **Options** button to set custom borger margins.
5. Click **OK**.
6. Word applies the new border.

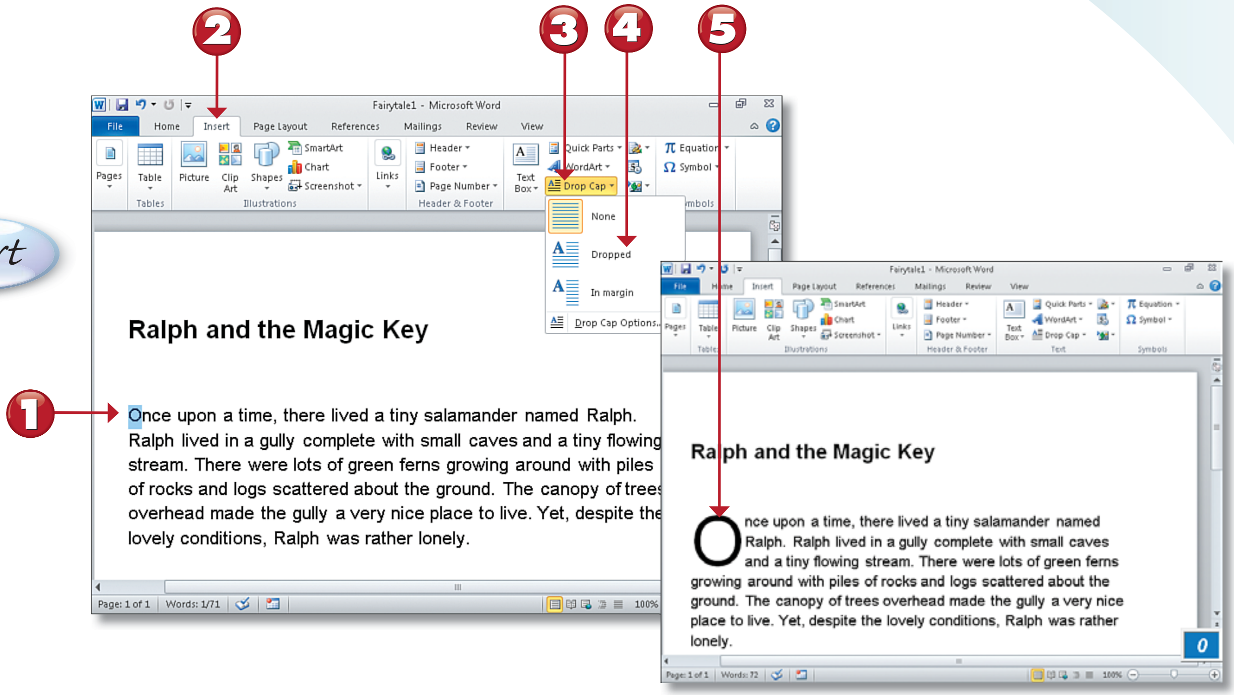
End

TIP

Apply To If you click the **Apply to** drop-down arrow you can choose to apply the border to sections, or the entire document. ■

ADDING DROP CAPS

You can apply drop caps to add visual interest to a paragraph, creating a rather dramatic effect. A drop cap is a large initial or capital letter that appears at the start of the paragraph and seems to drop below the baseline into the rest of the paragraph. Drop caps can also appear offset in the margin.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Fairytale1 - Microsoft Word
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Drop Cap Options...
Page: 1 of 1
Words: 1/71
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Words: 72

Ralph and the Magic Key

Once upon a time, there lived a tiny salamander named Ralph. Ralph lived in a gully complete with small caves and a tiny flowing stream. There were lots of green ferns growing around with piles of rocks and logs scattered about the ground. The canopy of trees overhead made the gully a very nice place to live. Yet, despite the lovely conditions, Ralph was rather lonely.

Ralph and the Magic Key

Once upon a time, there lived a tiny salamander named Ralph. Ralph lived in a gully complete with small caves and a tiny flowing stream. There were lots of green ferns growing around with piles of rocks and logs scattered about the ground. The canopy of trees overhead made the gully a very nice place to live. Yet, despite the lovely conditions, Ralph was rather lonely.

Start

1. Select the character you want to turn into a drop cap.
2. Click the **Insert** tab on the Ribbon.
3. Click **Drop Cap**.
4. Click **Dropped**.
5. Word creates the drop cap.

End

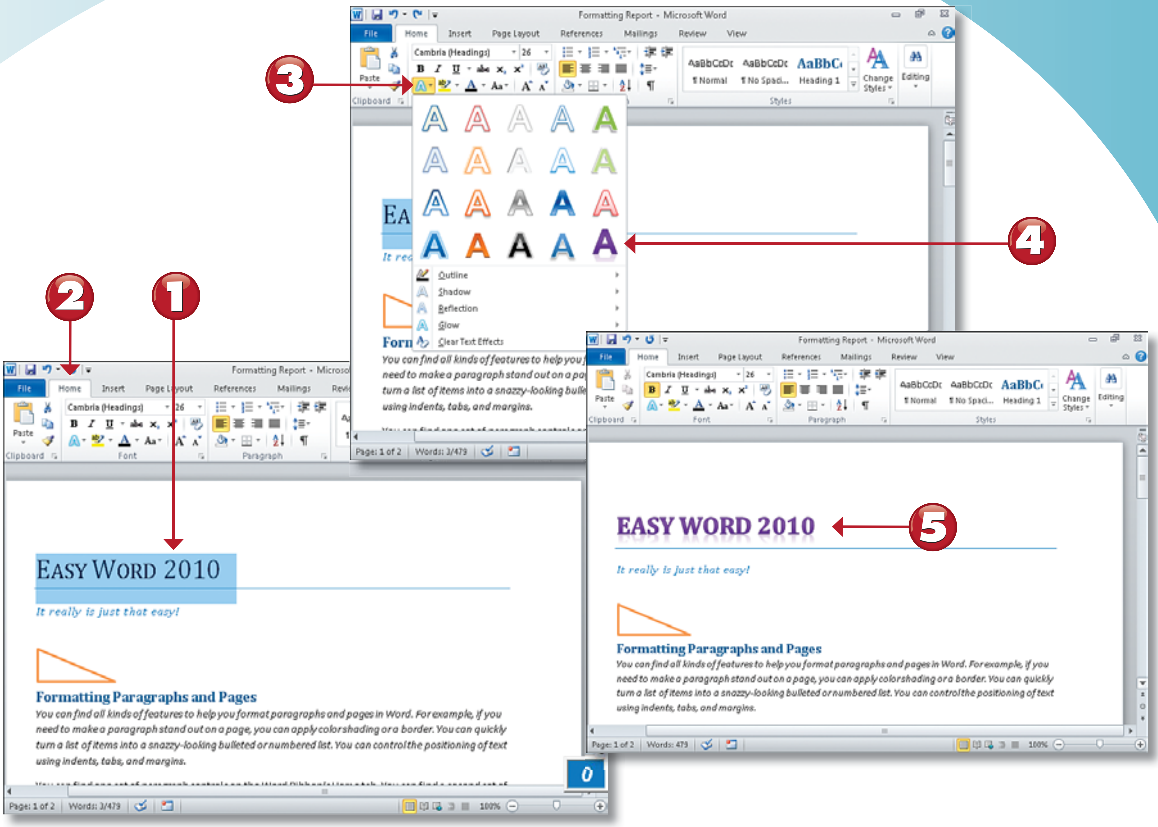
TIP

Customize It You can customize your drop cap by clicking the **Drop Cap Options** command at the bottom of the Drop Cap menu. This opens the Drop Cap dialog box where you can set a different font for the character, specify how many lines to drop down, and adjust the distance between the drop cap and the rest of the paragraph. ■

APPLYING TEXT EFFECTS

Word offers a gallery of decorative text effects you can apply to give your document more impact. Text effects include outlines, shadows, glows, and reflections.

Start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Formatting Report - Microsoft Word
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Heading 1
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Editing
Outline
Shadow
Reflection
Glow
Clear Text Effects
Page: 1 of 2
Words: 3/473
Words: 473
100%

EASY WORD 2010

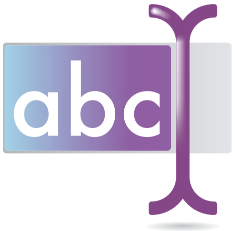
It really is just that easy!

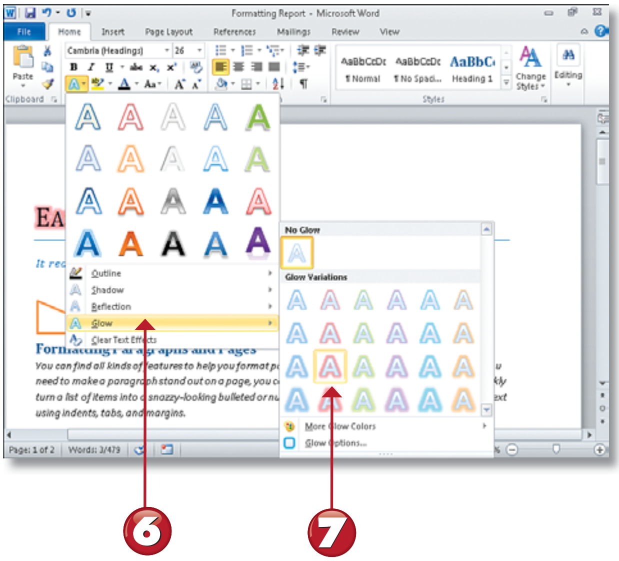
Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

1. Select the text you want to format.
2. Click the **Home** tab.
3. Click the **Text Effects** button.
4. Click the effect you want to apply.
5. Word adds the effect to the selected text.

Continued

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Page: 1 of 2
Words: 3/479
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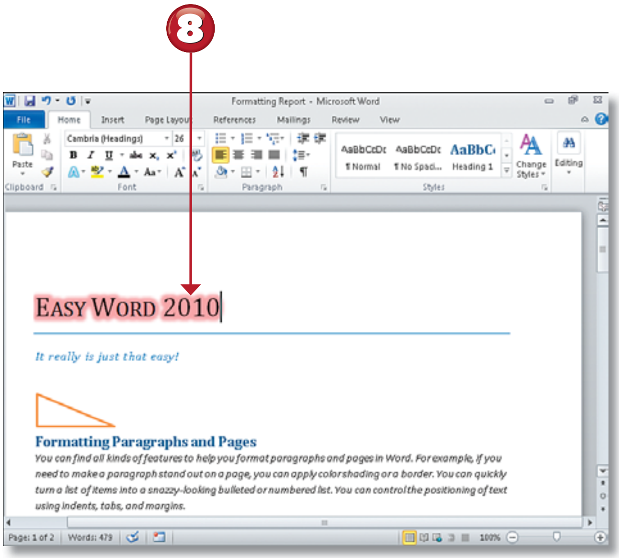
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Formatting Report - Microsoft Word
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Heading 1
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Page: 1 of 2
Words: 479
100%

EASY WORD 2010

It really is just that easy!

Formatting Paragraphs and Pages

You can find all kinds of features to help you format paragraphs and pages in Word. For example, if you need to make a paragraph stand out on a page, you can apply color shading or a border. You can quickly turn a list of items into a snazzy-looking bulleted or numbered list. You can control the positioning of text using indents, tabs, and margins.

6 To view additional choices for any text effect, click the name to view a submenu of effects.

7 Click an effect.

8 Word applies the effect to your text.

End

TIP

Remove It To remove a text effect, select the text and revisit the **Text Effects** menu, this time clicking the **Clear Text Effects** command at the bottom of the menu. This returns your text to its original setting. ■

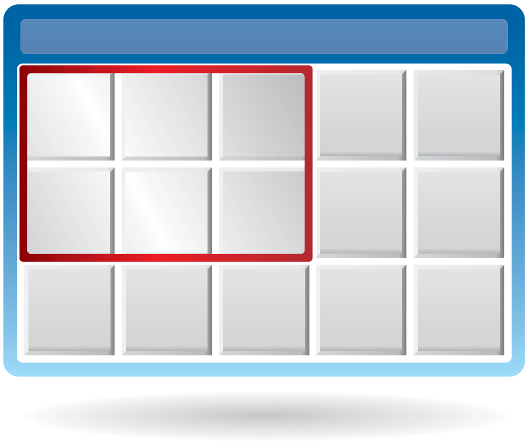
TIP

Customizing For some of Word's text effects, you can set additional options for customizing the effect. For example, with the Reflection effect, you can control the position of the reflection, or with the Glow effect, you can change the glow color and edges. Look for additional options within the effect's submenu. ■

Chapter 7

ADDING TABLES

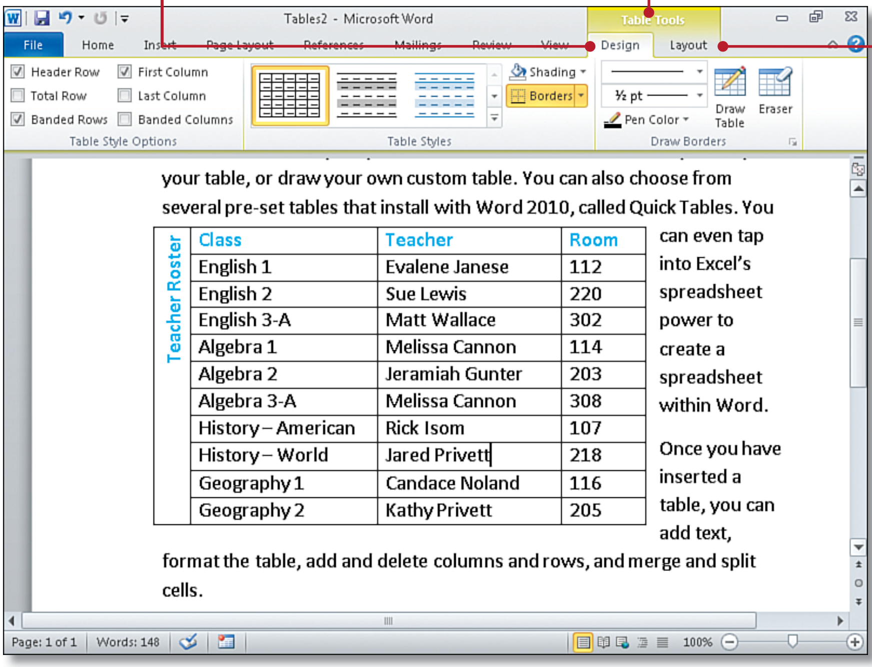
Tables are a great way to organize data and other types of information in a document. Their structure, based on columns and rows that intersect to form cells, make tables ideal for listing and organizing text, pictures, or even creating page layouts. By default, tables do not print with any borders, but you can choose to add them to give your tables even more visual impact. Word's tables are incredibly flexible, and you can easily add and subtract columns and rows as you need. You can also dress up your tables with formatting to make them attractive and complementary to the rest of your Word document. This chapter shows you all the ins and outs of building tables.



The Design tab offers tools for controlling the appearance of your table, such as applying styles, shading, and borders.

Word displays two new tabs when you add a table to a document.

The Layout tab offers tools for adding and subtracting columns and rows, resizing cells, changing cell alignment, and more.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Eraser
Draw Borders
Page: 1 of 1
Words: 148
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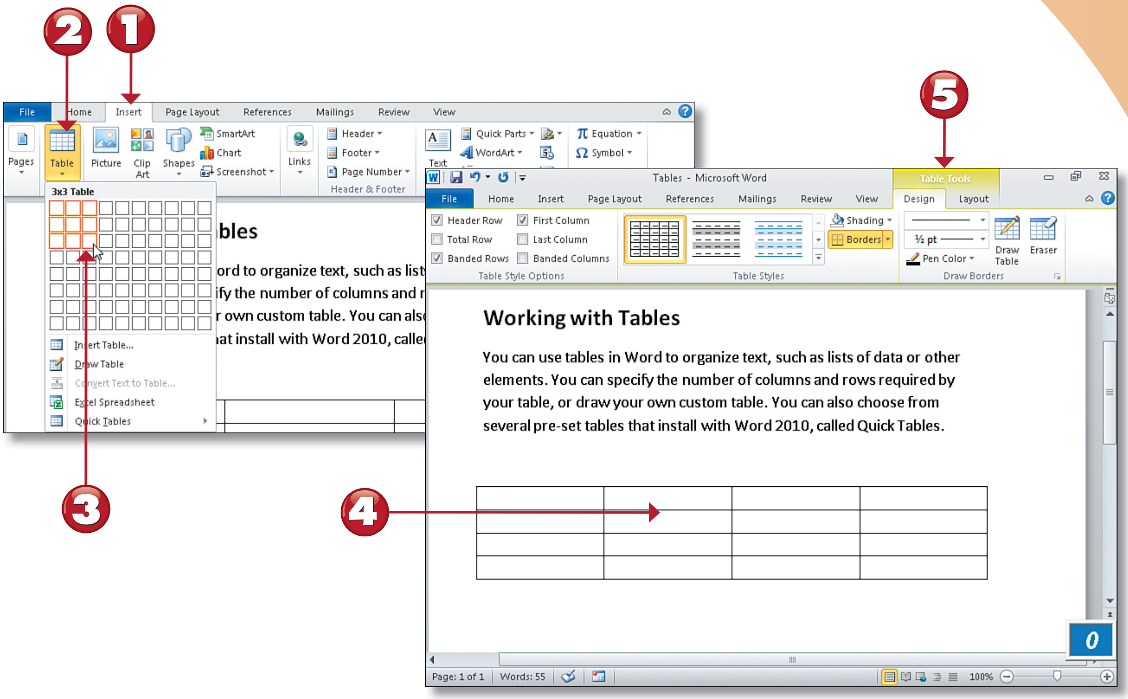
your table, or draw your own custom table. You can also choose from several pre-set tables that install with Word 2010, called Quick Tables. You can even tap into Excel's spreadsheet power to create a spreadsheet within Word.

Teacher Roster	Class	Teacher	Room
	English 1	Evalene Janese	112
	English 2	Sue Lewis	220
	English 3-A	Matt Wallace	302
	Algebra 1	Melissa Cannon	114
	Algebra 2	Jeramiah Gunter	203
	Algebra 3-A	Melissa Cannon	308
	History – American	Rick Isom	107
	History – World	Jared Privett	218
	Geography 1	Candace Noland	116
	Geography 2	Kathy Privett	205

Once you have inserted a table, you can add text, format the table, add and delete columns and rows, and merge and split cells.

INSERTING A TABLE

You can use tables to organize text and other elements you add to your Word documents. Tables are built on rows and columns that intersect to form cells. Cells are where you enter your text. When creating a table, you can specify exactly how many columns and rows you need. Once you create your table, you can click in a cell and start typing your text.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Screenshot
Links
Header
Footer
Page Number
Header & Footer
Text
Quick Parts
WordArt
Equation
Symbol
3x3 Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
Tables - Microsoft Word
Table Tools
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Layout
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First Column
Total Row
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Banded Rows
Banded Columns
Table Style Options
Table Styles
Shading
Borders
½ pt
Pen Color
Draw Table
Eraser
Draw Borders
Page: 1 of 1
Words: 55
100%

Working with Tables

You can use tables in Word to organize text, such as lists of data or other elements. You can specify the number of columns and rows required by your table, or draw your own custom table. You can also choose from several pre-set tables that install with Word 2010, called Quick Tables.

Start

1. Click the **Insert** tab.
2. Click **Table**.
3. Click and drag across the number of columns and rows you want the table to contain.
4. Word immediately adds the table to the document with the cursor located in the first cell ready to start typing.
5. Word also displays two tabs of Table Tools: Design and Layout.

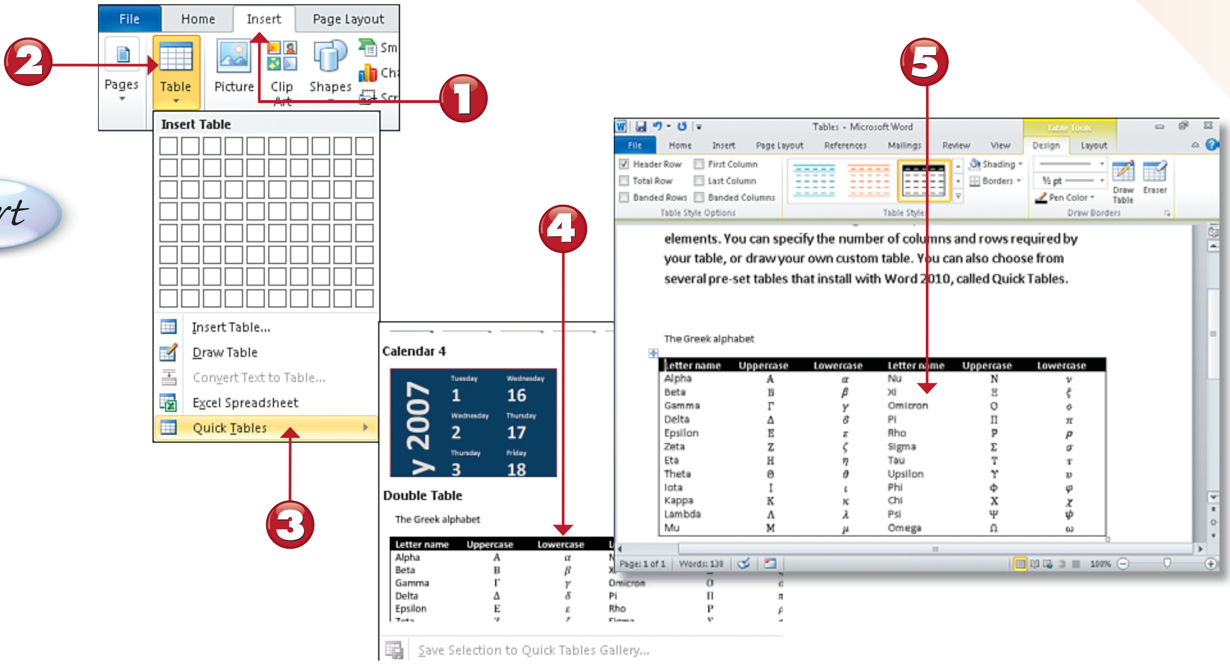
End

TIP

Table Formatting You can find numerous tools for formatting a table's appearance on the Table Tools Design and Layout tabs, including tools for adding shading and borders. ■

INSERTING QUICK TABLES

In addition to tables you create from scratch, you can also make use of a variety of built-in tables installed with Word, called Quick Tables. Quick Tables include calendars, tabular lists, tables with subheadings, and more. Once you select a preset table, you can replace the text with your own table text.


Start
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Insert Table
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Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
Calendar 4
y 2007
Tuesday 1
Wednesday 16
Wednesday 2
Thursday 17
Thursday 3
Friday 18
Double Table
Save Selection to Quick Tables Gallery...
Tables - Microsoft Word
References
Mailings
Review
View
Table Tools
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Layout
☑ Header Row
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☐ Banded Rows
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Table Style Options
Table Styles
Shading
Borders
½ pt
Pen Color
Draw Table
Eraser
Draw Borders
Page: 1 of 1
Words: 130
100%

elements. You can specify the number of columns and rows required by your table, or draw your own custom table. You can also choose from several pre-set tables that install with Word 2010, called Quick Tables.

The Greek alphabet

Letter name	Uppercase	Lowercase	Letter name	Uppercase	Lowercase
Alpha	Α	α	Nu	Ν	ν
Beta	Β	β	Xi	Ξ	ξ
Gamma	Γ	γ	Omicron	Ο	ο
Delta	Δ	δ	Pi	Π	π
Epsilon	Ε	ε	Rho	Ρ	ρ
Zeta	Ζ	ζ	Sigma	Σ	σ
Eta	Η	η	Tau	Τ	τ
Theta	Θ	θ	Upsilon	Υ	υ
Iota	Ι	ι	Phi	Φ	φ
Kappa	Κ	κ	Chi	Χ	χ
Lambda	Λ	λ	Psi	Ψ	ψ
Mu	Μ	μ	Omega	Ω	ω

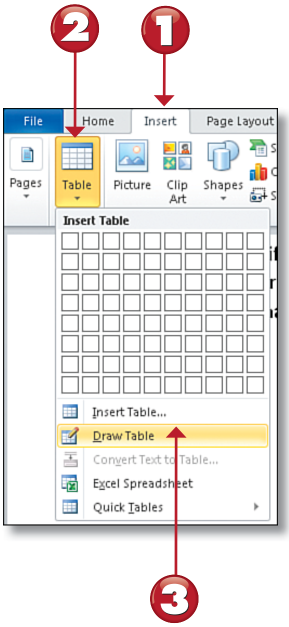
1. Click the **Insert** tab.
2. Click **Table**.
3. Click **Quick Tables**.
4. Choose a table you want to use from the Gallery menu.
5. Word immediately inserts the table.

End

DRAWING YOUR OWN TABLE

You can create your own custom table by drawing the table's dimensions, columns, and rows onscreen. This technique gives you complete control over the table and allows you to create customized cell sizes to suit your needs.

Start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File
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Insert
Page Layout
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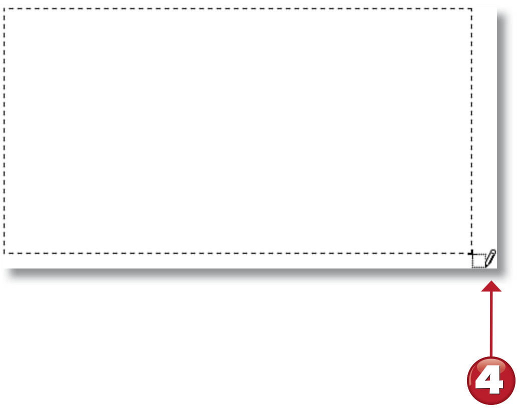
Table
Picture
Clip Art
Shapes
Insert Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
3



1. Click the **Insert** tab.

2. Click **Table**.

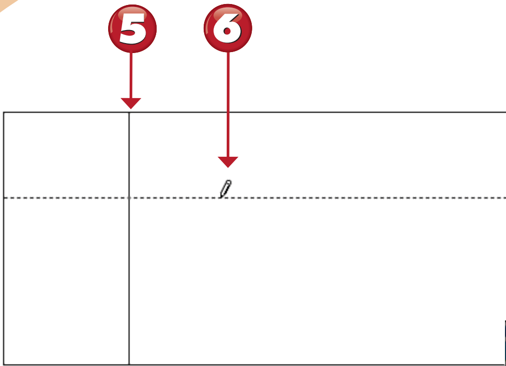
3. Click **Draw Table**.

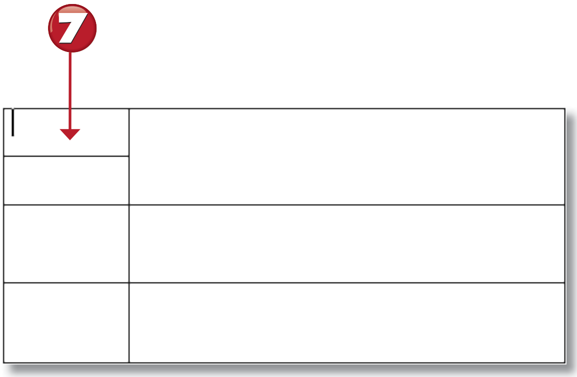
4. The mouse pointer takes the shape of a pencil icon. Click and drag to draw the table's outer dimensions.

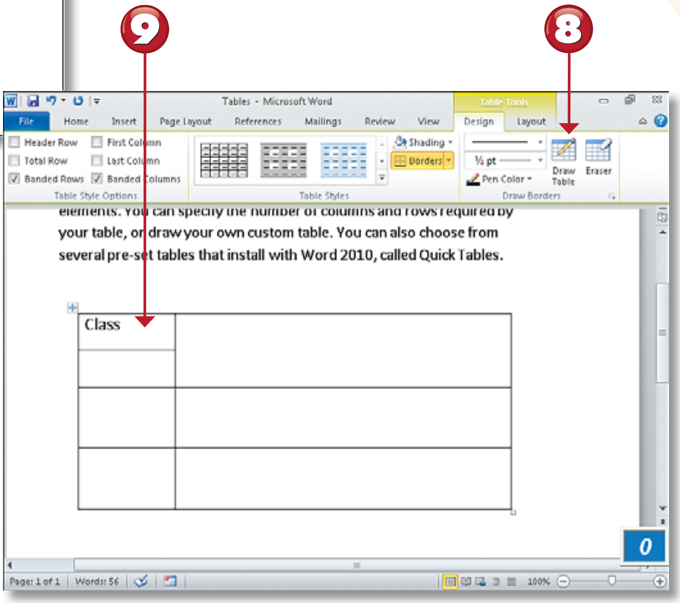
Continued

TIP

Adding Items You can insert all kinds of items into your table cells, including other tables. You can use the same techniques for inserting shapes, clip art, and pictures into your documents and insert items into table cells. See Chapter 12, "Using Word's Graphics Tools," to learn more about the graphics tools in Word. ■



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Tables - Microsoft Word
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Draw Table
Eraser
Draw Borders
Page: 1 of 1
Words: 56
100%

elements. You can specify the number of columns and rows required by your table, or draw your own custom table. You can also choose from several pre-set tables that install with Word 2010, called Quick Tables.

Class

5 Click and drag to define each column in the table.

6 Click and drag to define each row in the table.

7 Continue adding lines to create your table's cells.

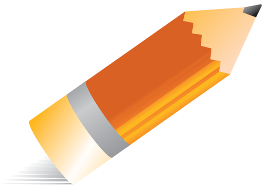
8 To toggle the drawing pencil off, click **Draw Table**.

9 To add text to a cell, click inside the cell and start typing.

End

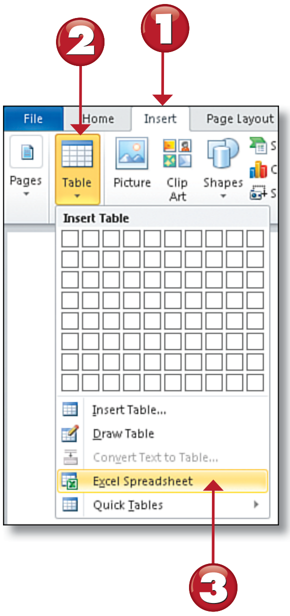
TIP

Erasing Lines You can erase lines in your table by selecting the Eraser tool. On the **Design** tab, click the **Eraser** button, then click the line you want to remove from the table. Click the button again to toggle the tool off when you finish editing your table. ■



INSERT EXCEL SPREADSHEETS AS TABLES

You can tap into Excel's spreadsheet feature to help you create a table in Word. When you insert an Excel spreadsheet, Excel tools appear on the Ribbon, including tools for adding formulas and functions, sorting and filtering, and more. The Microsoft Graph feature opens if you do not have Excel installed.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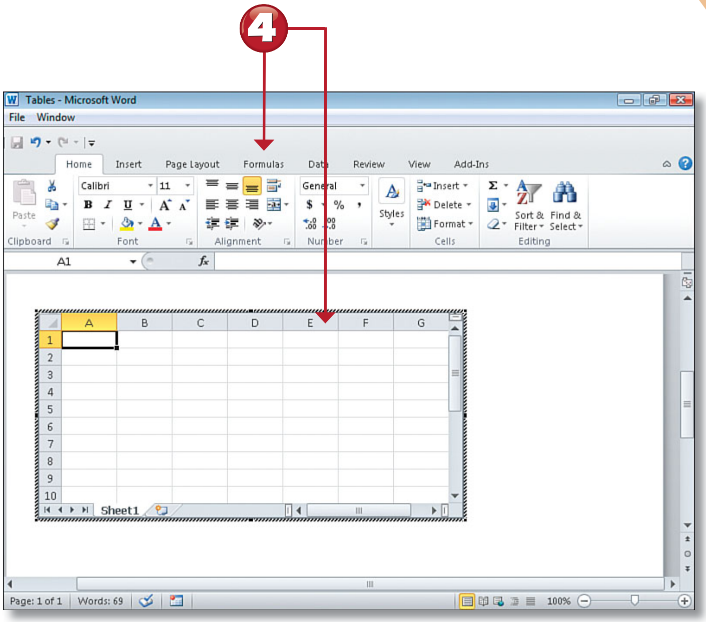
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
3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Tables - Microsoft Word
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Sheet1
Page: 1 of 1
Words: 69
100%

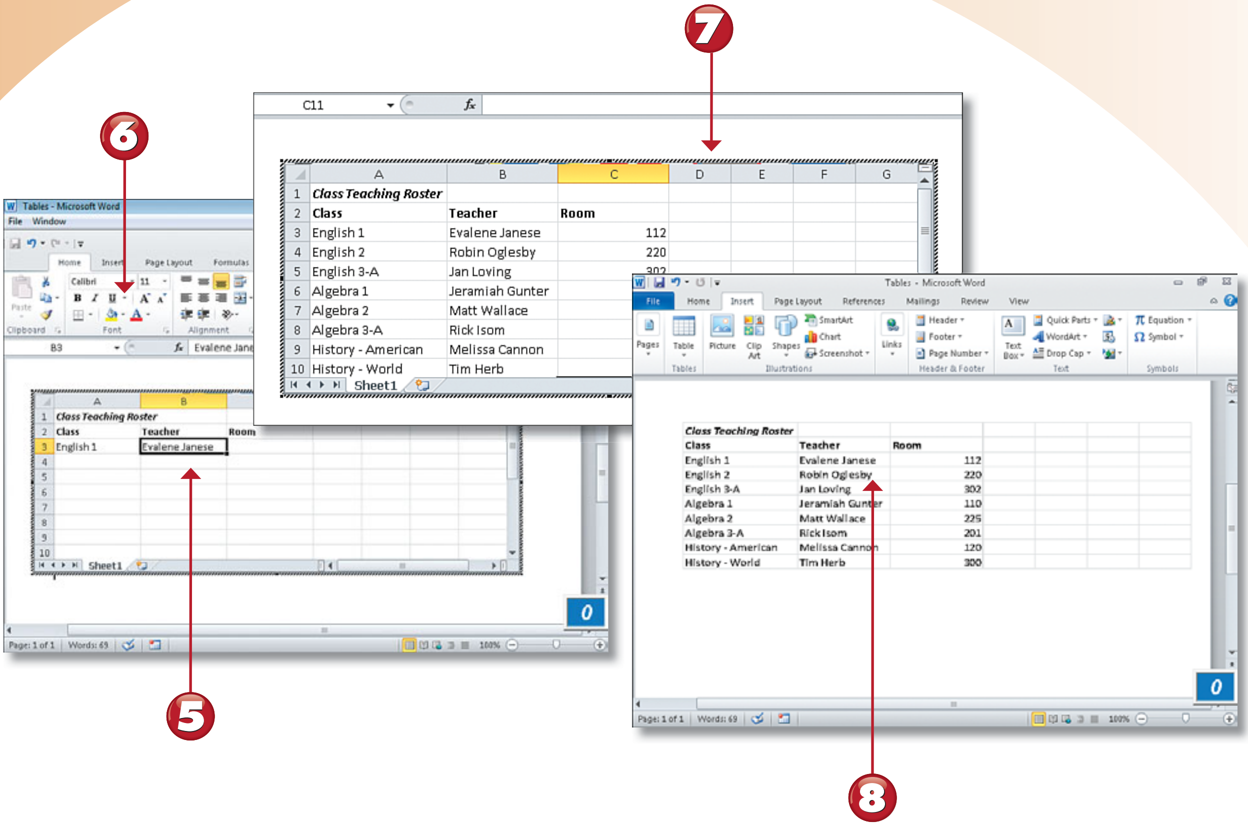
Start

1. Click the **Insert** tab.
2. Click **Table**.
3. Click **Excel Spreadsheet**.
4. A spreadsheet appears in your document, and Excel tools are shown on the Ribbon.

Continued

TIP

Edit It To open the Excel tools again and make changes to the spreadsheet table, simply double-click the table. ■



Class Teaching Roster		
Class	**Teacher**	**Room**
English 1	Evalene Janese	112
English 2	Robin Oglesby	220
English 3-A	Jan Loving	302
Algebra 1	Jeramiah Gunter	110
Algebra 2	Matt Wallace	225
Algebra 3-A	Rick Isom	201
History - American	Melissa Cannon	120
History - World	Tim Herb	300

5 Click inside a worksheet cell and enter your table data.

6 You can use the formatting tools on the Home tab to format cell data.

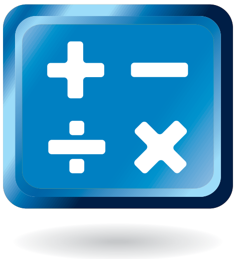
7 When finished entering your data, click outside the datasheet object.

8 Word displays the new table.

End

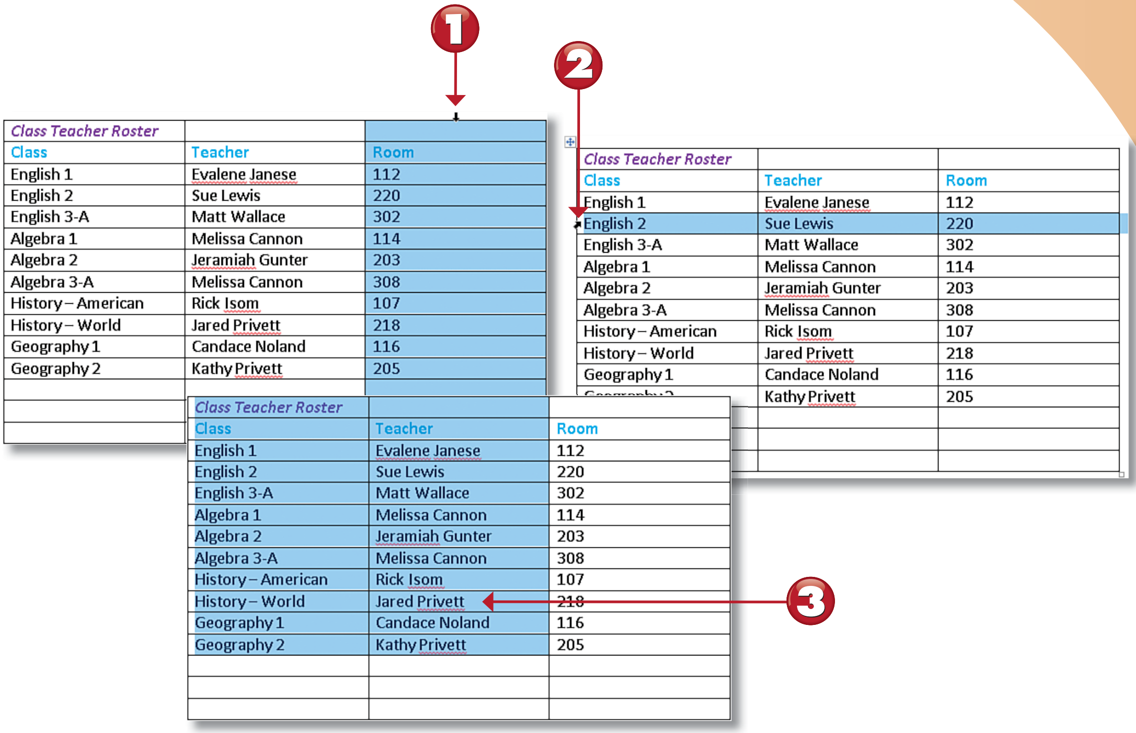
TIP

Looking for Formulas? If you want to enter an Excel formula into your spreadsheet table cells, click the **Formula** tab. A Formula bar appears at the bottom of the Ribbon that you can use to enter formulas. You can also find Excel functions on the same tab. ■



SELECTING TABLE CELLS AND DATA

After creating a table, you may need to select columns, rows, or cells to format them. An obvious technique for selecting table parts is to click and drag across the areas you want to select. In addition, you can click different parts of the table to select areas.



Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
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	Kathy Privett	205

Class Teacher Roster		
Class	Teacher	Room
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Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

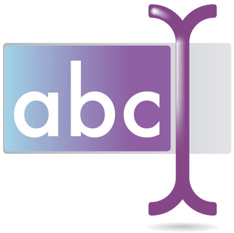
Start

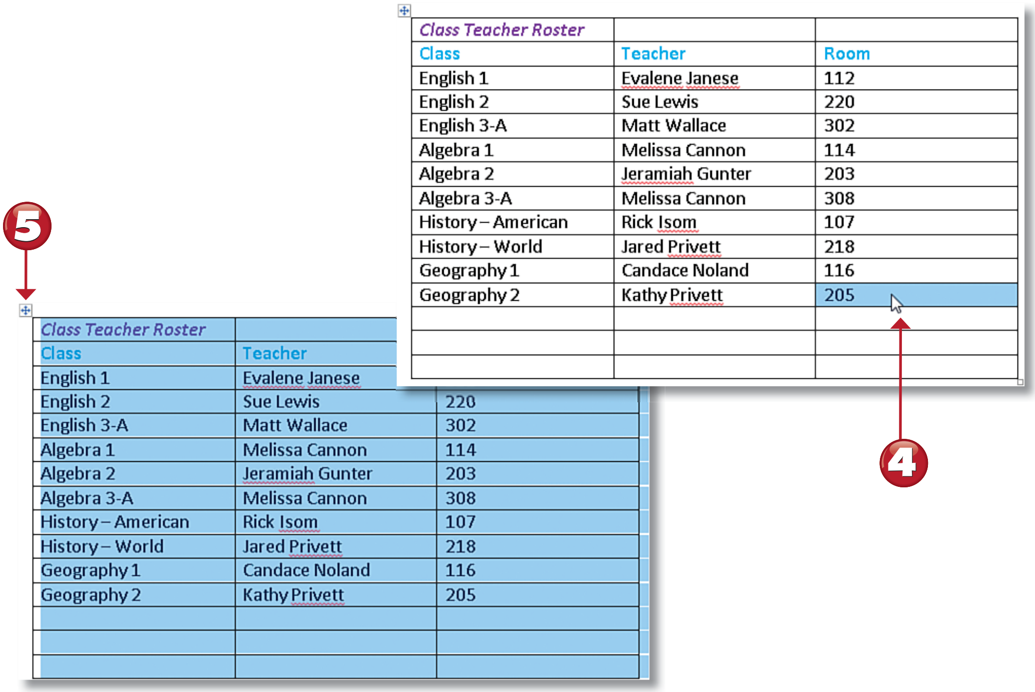
1. To select a column in your table, click the top of the column.
2. To select a row, double-click the left side of the row.
3. To select multiple columns or rows, click and drag over the columns or rows you want to select.

Continued

TIP

Select Command You can also move your mouse to the cell or a cell in the column or row you want to select and activate the Select command. Click the **Select** command on the **Layout** tab and choose which table area you want to select: cell, column, row, or table. ■





Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
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Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

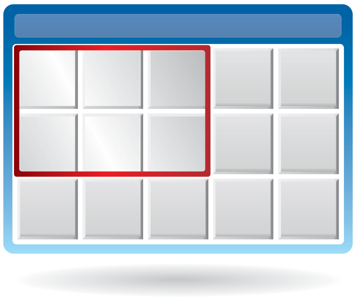
4 To select a single cell, double-click inside the cell.

5 To select the entire table, click the **Table** icon in the upper-left corner of the table.

End

TIP

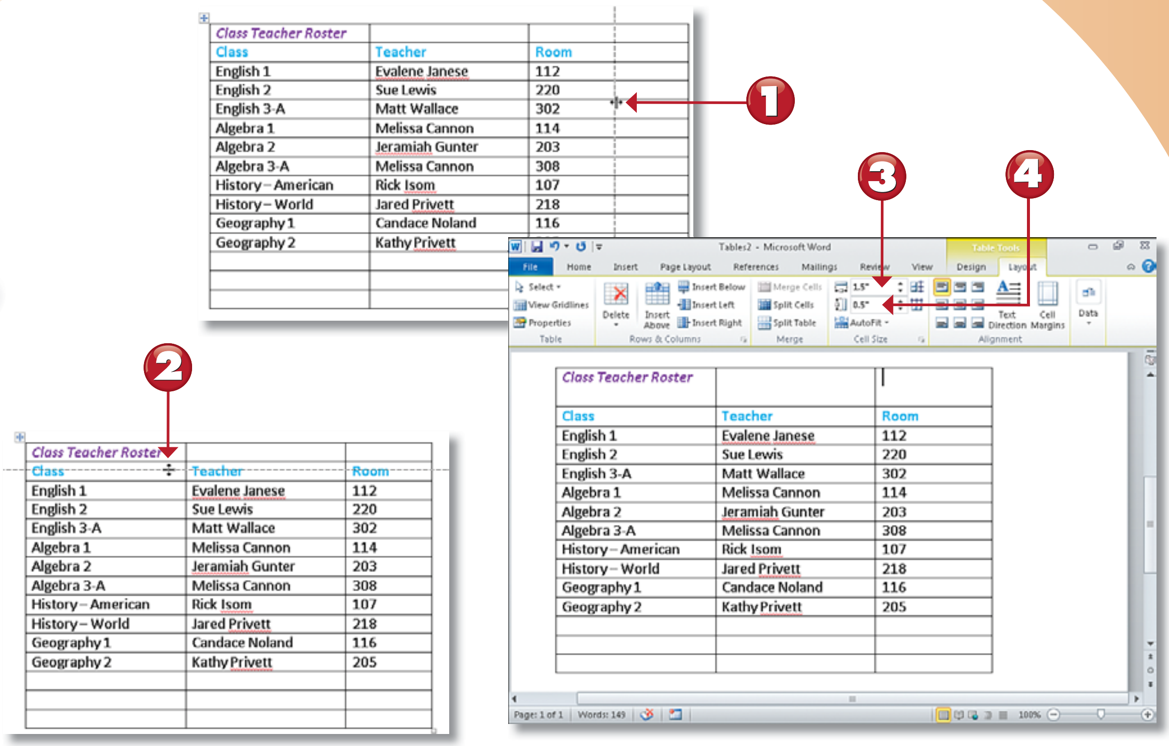
Finding Formatting You can use all the same text formatting commands on the Home tab to apply formatting to your table text. To find table-specific formatting commands, click the table and then click the **Design** tab. Here you'll find table style options, styles, borders, and shading you can apply. ■



CHANGING COLUMN WIDTH AND ROW HEIGHT

As you fill your table cells with data, you may find yourself needing to resize a column or row to fit your text or to make the table more visually appealing. You can easily resize tables manually by clicking and dragging a border or with the resizing commands for auto-fitting the text.

Start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Split Cells
Split Table
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Cell Size
Text Direction
Cell Margins
Alignment
Data
Page: 1 of 1
Words: 149
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Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
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Geography 2	Kathy Privett	

Class Teacher Roster		
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English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

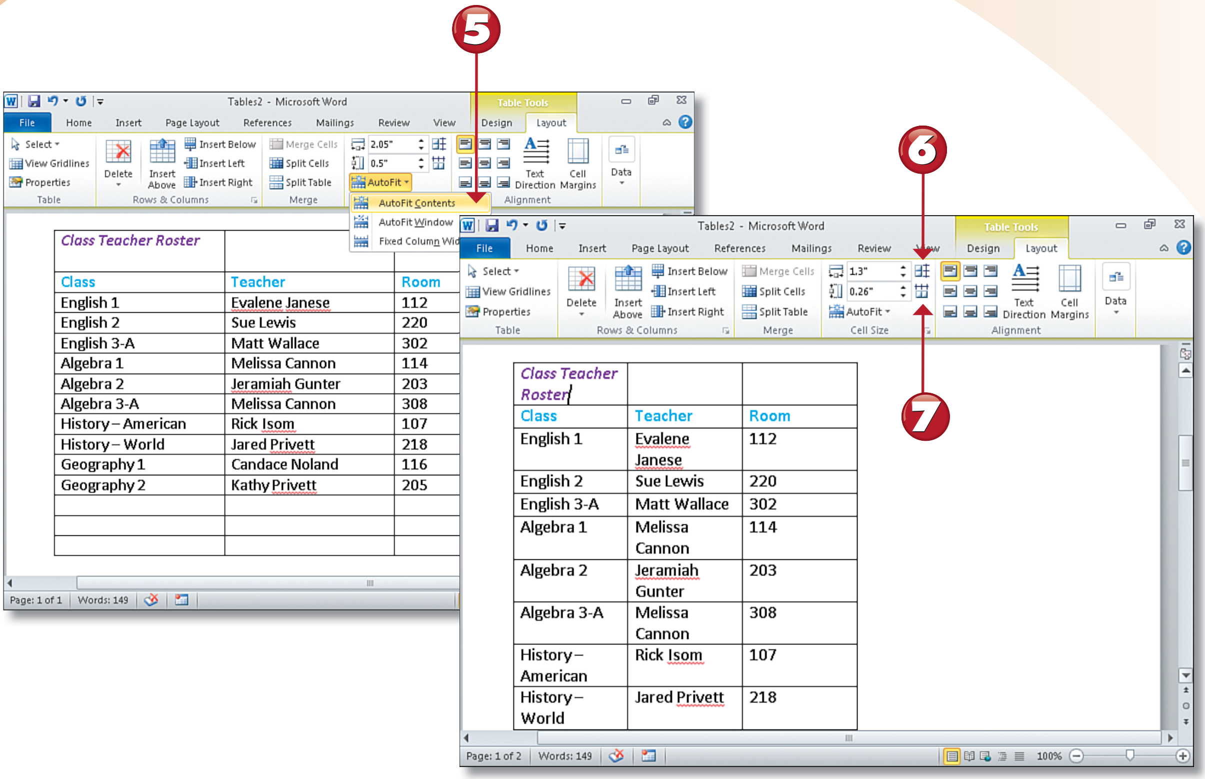
Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

1. To manually resize a column, move the mouse pointer over the border of the column you want to resize, then click and drag to resize the column width.
2. To manually resize a row, move the mouse pointer over the border of the row you want to resize, then click and drag to resize the row height.
3. To set a precise column width, click inside the column you want to change and set a new value in the **Table Column Width** box. You can either click the spinner arrows or type in a value.
4. To set a precise row height, click inside the row you want to change and set a new value in the **Table Row Height** box. You can either click the spinner arrows or type in a value.

Continued

TIP

Cell Margins You can also control the margins within your table cells. Click the **Cell Margins** button on the **Layout** tab and set top, bottom, left, or right margins for the text inside your table cells. ■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Tables2 - Microsoft Word
Table Tools
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View Gridlines
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Table
Delete
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Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Split Cells
Split Table
Merge
AutoFit
AutoFit Contents
AutoFit Window
Fixed Column Width
Cell Size
Text Direction
Cell Margins
Alignment
Data
Page: 1 of 1
Words: 149
Page: 1 of 2
100%

Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

Class Teacher Roster		
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Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218

5 To automatically fit the column width to the text, click the **AutoFit** button and click **AutoFit Contents**.

6 To distribute rows equally in height, click **Distribute Rows**.

7 To distribute columns equally in width, click **Distribute Columns**.

End

TIP

Turn Off AutoFit By default, Word is set up to automatically fit your table cell size around the text you enter. For example, the column width expands to fit the contents. To turn this feature off, click the **Cell Margins** button on the **Layout** tab. This opens the Table Options dialog box. Deselect the **Automatically resize to fit contents** check box to turn AutoFit off and click **OK** to apply the change. ■

ADDING COLUMNS AND ROWS

It's easy to add more columns and rows to your Word tables, and you can employ several methods to do so. For example, you can use the buttons on the Layout tab or you can right-click over the table cell and choose an option.

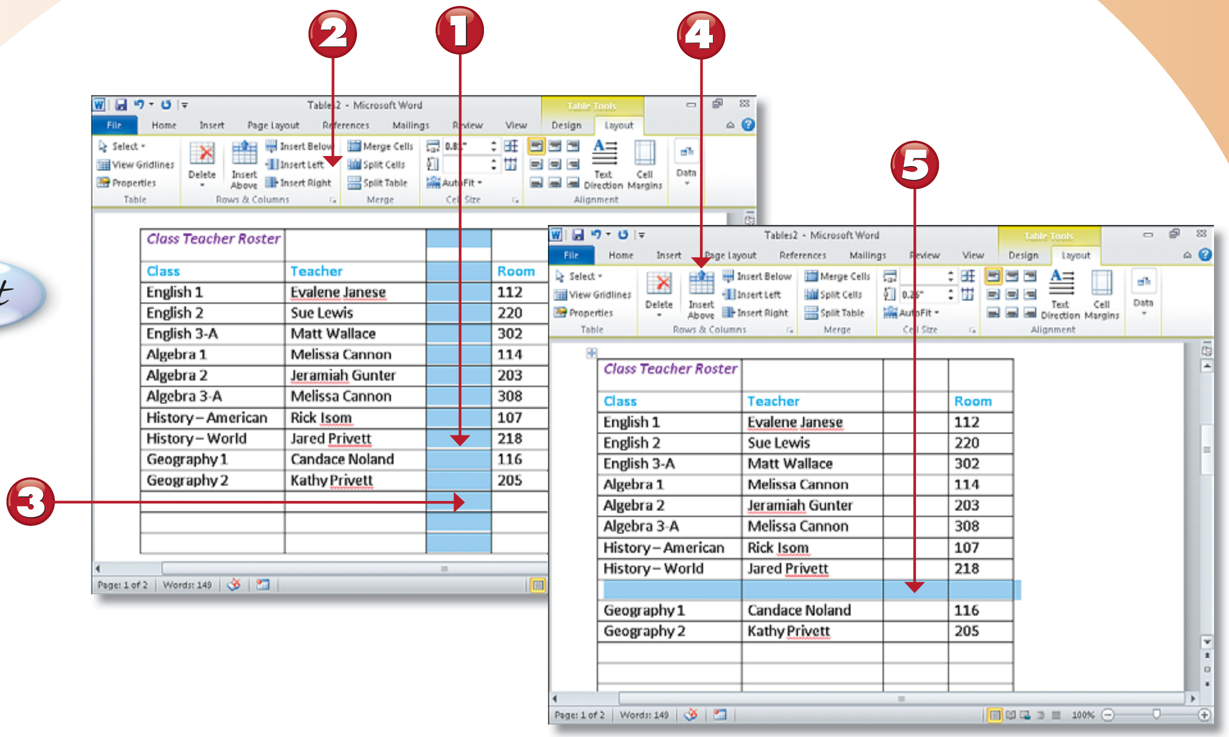

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Table2 - Microsoft Word
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Properties
Table
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Split Cells
Split Table
Merge
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Data
Page: 1 of 2
Words: 149
100%

Class Teacher Roster

Class	Teacher		Room
English 1	Evalene Janese		112
English 2	Sue Lewis		220
English 3-A	Matt Wallace		302
Algebra 1	Melissa Cannon		114
Algebra 2	Jeramiah Gunter		203
Algebra 3-A	Melissa Cannon		308
History – American	Rick Isom		107
History – World	Jared Privett		218
Geography 1	Candace Noland		116
Geography 2	Kathy Privett		205

Class Teacher Roster

Class	Teacher		Room
English 1	Evalene Janese		112
English 2	Sue Lewis		220
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Algebra 2	Jeramiah Gunter		203
Algebra 3-A	Melissa Cannon		308
History – American	Rick Isom		107
History – World	Jared Privett		218
Geography 1	Candace Noland		116
Geography 2	Kathy Privett		205

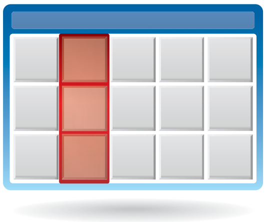
Start

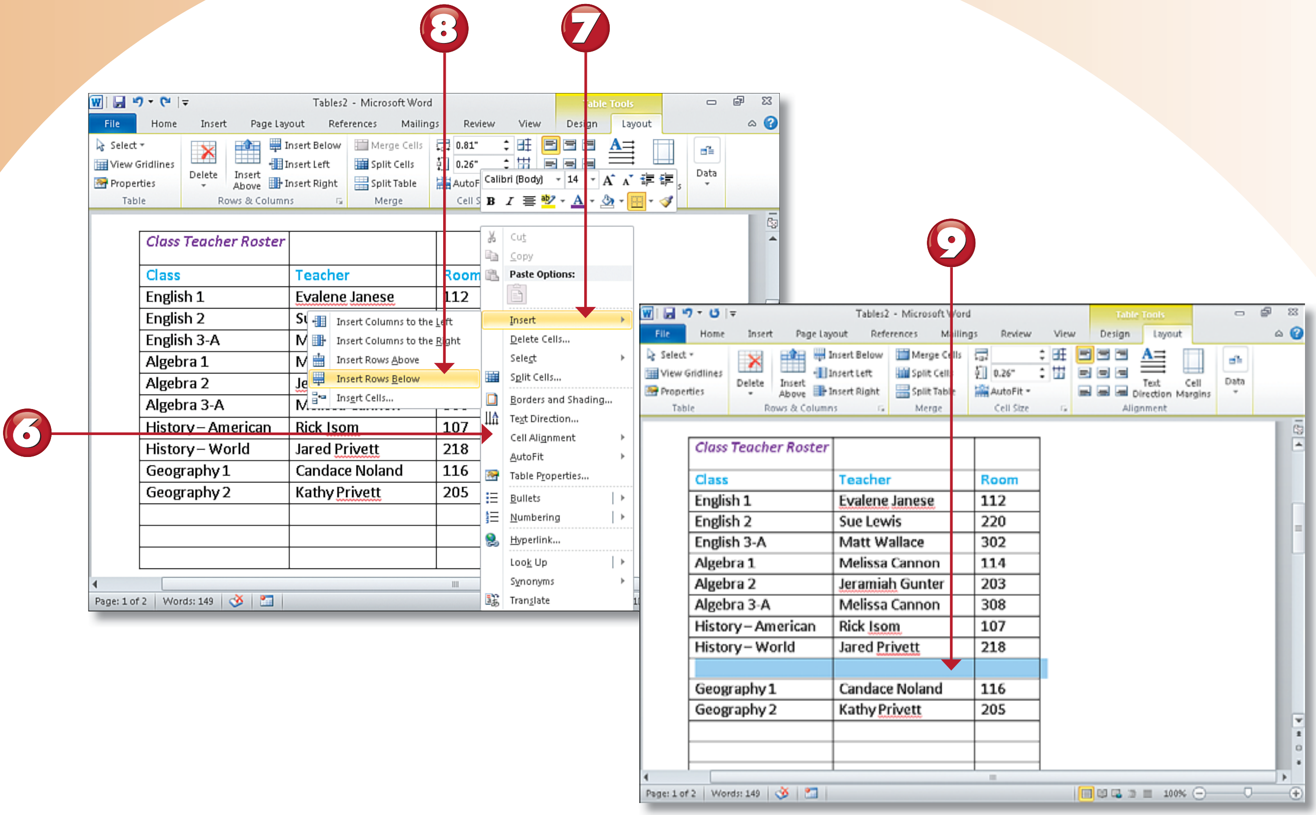
1. Click where you want to insert a new row or column.
2. To add a column, click **Insert Right** or **Insert Left**.
3. Word adds an empty column to the table.
4. To add a row, click **Insert Above** or **Insert Below**.
5. Word adds an empty row to the table.

Continued

TIP

Undo It If you end up with a column or row in the wrong place, you can always click the **Undo** button on the Quick Access toolbar to undo the insertion. ■

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Tables2 - Microsoft Word
Table Tools
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Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
AutoFit
Text Direction
Cell Margins
Data
Cut
Copy
Paste Options:
Insert
Delete Cells...
Select
Split Cells...
Borders and Shading...
Text Direction...
Cell Alignment
AutoFit
Table Properties...
Bullets
Numbering
Hyperlink...
Look Up
Synonyms
Translate
Insert Columns to the Left
Insert Columns to the Right
Insert Rows Above
Insert Rows Below
Insert Cells...
Page: 1 of 2
Words: 149

Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

6 To use the right-click method, right-click in the table where you want to insert a column or row.

7 Click **Insert**.

8 Choose how you want to insert the column or row: left, right, above, or below.

9 Word inserts the column or row as specified. In this example, a new row is added.

End

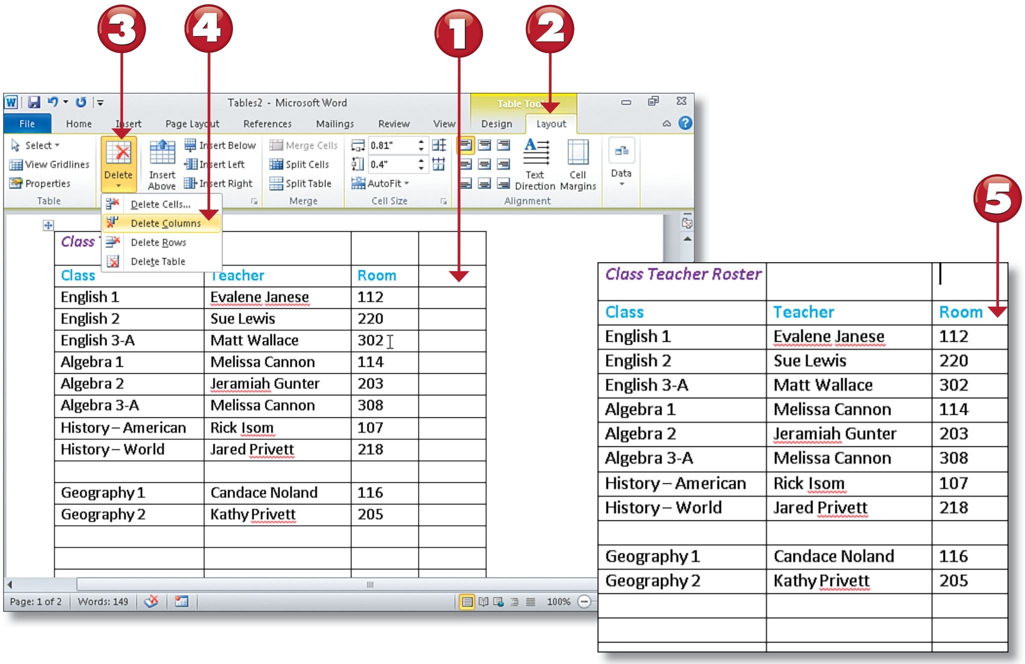
TIP

Adding Multiple Columns and Rows You can select two or more columns before applying the Insert command on the Layout tab to add multiple columns or rows to your table. Simply drag over the number of columns or rows you want to create, then click **Insert Above** or **Insert Below** to add rows, or **Insert Left** or **Insert Right** to add columns. ■

DELETING COLUMNS AND ROWS

You can delete columns and rows you no longer need or want in your Word table. When you delete a column or row, any data contained within the cells is deleted as well. You can use the Delete tool on the Layout tab, or you can use the shortcut menu that appears when you right-click on a table cell. When you remove a column or row, Word moves the adjacent columns or rows over or up to fill the void.

Start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Tables2 - Microsoft Word
Table Tools
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Page Layout
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Mailings
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Layout
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View Gridlines
Properties
Table
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
Merge
0.01"
0.4"
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Data
Delete Cells...
Delete Columns
Delete Rows
Delete Table
Page: 1 of 2
Words: 149
100%

Class			
Class	Teacher	Room	
English 1	Evalene Janese	112	
English 2	Sue Lewis	220	
English 3-A	Matt Wallace	302	
Algebra 1	Melissa Cannon	114	
Algebra 2	Jeramiah Gunter	203	
Algebra 3-A	Melissa Cannon	308	
History – American	Rick Isom	107	
History – World	Jared Privett	218	
Geography 1	Candace Noland	116	
Geography 2	Kathy Privett	205	

Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
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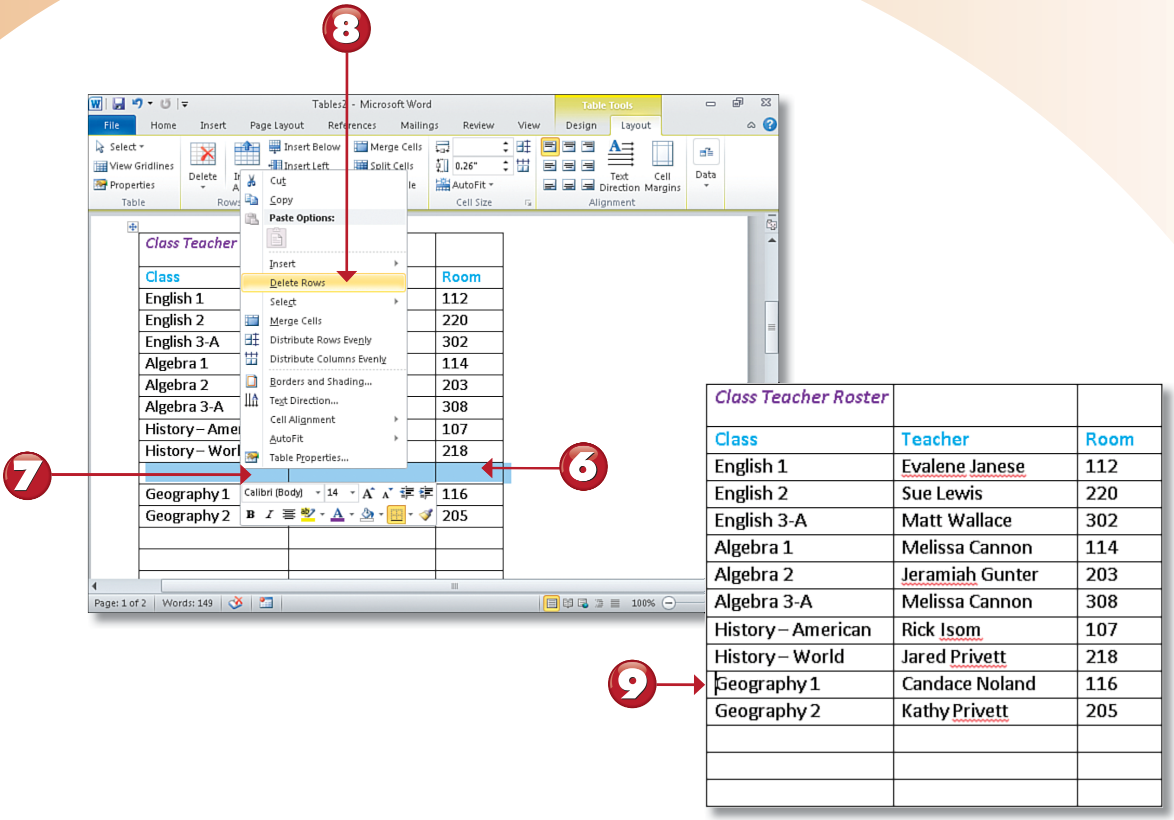
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

1. Click the column or row you want to delete.
2. Click the Layout tab.
3. Click **Delete**.
4. Choose a delete option: click **Delete Columns** to remove a column or **Delete Rows** to remove a row.
5. Word deletes the column or row. In this example, a column is deleted.

Continued

TIP

Deleting Multiples To remove more than one column or row in your table, select the columns or rows you want to remove before applying the Delete command. ■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Tables2 - Microsoft Word
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Insert Below
Insert Left
Merge Cells
Split Cells
0.26"
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Data
Cut
Copy
Paste Options:
Insert
Delete Rows
Select
Merge Cells
Distribute Rows Evenly
Distribute Columns Evenly
Borders and Shading...
Text Direction...
Cell Alignment
AutoFit
Table Properties...
Calibri (Body)
14
Page: 1 of 2
Words: 149
100%

Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

6 Select the row or column you want to remove.

7 Right-click the column or row.

8 Click **Delete Rows** or **Delete Columns**.

9 Word removes the column or row. In this example, a row is removed.

End

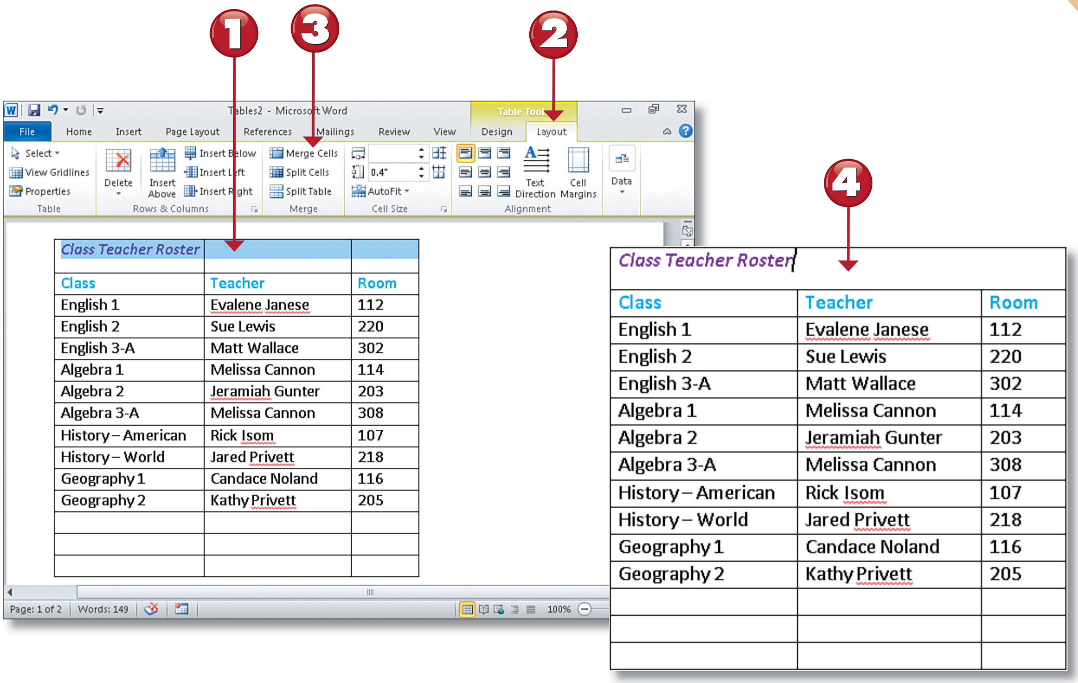
TIP

Deleting Cells You can also delete cells in your table. See the task “Deleting Cells” later in this chapter to learn more. ■

MERGING CELLS

You can merge cells in a table to create a larger cell. For example, you might combine two side-by-side cells to create a large cell for a title or combine two cells vertically to insert artwork.

Start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Insert Right
Rows & Columns
Merge Cells
Split Cells
Split Table
Merge
0.4"
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Data
Page: 1 of 2
Words: 149
100%

Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
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Class Teacher Roster

Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
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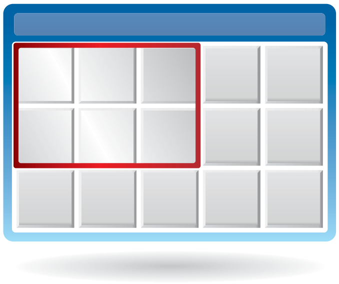
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

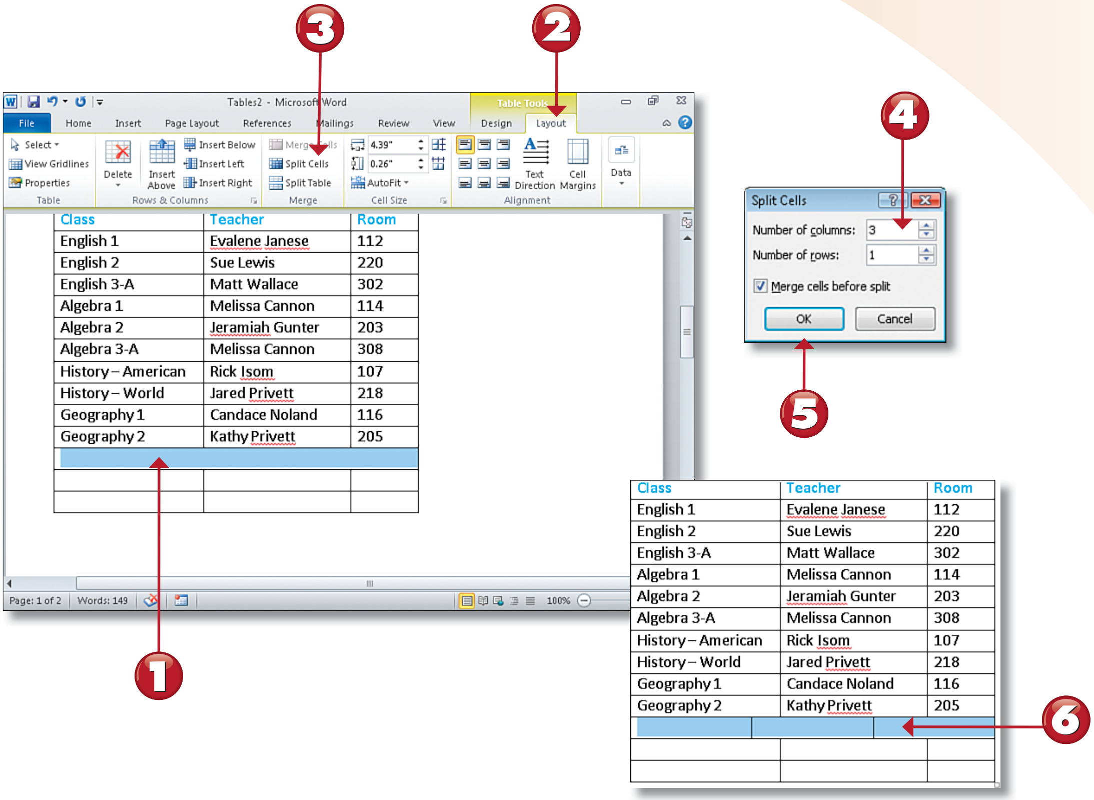
1. Select the cells you want to merge.
2. Click the **Layout** tab.
3. Click **Merge Cells**.
4. Word merges the cells.

End



SPLITTING CELLS

You can split cells to create two or more additional cells in the same space.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Tables2 - Microsoft Word
Table Tools
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Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
AutoFit
Text Direction
Cell Margins
Data
Table
Rows & Columns
Merge
Cell Size
Alignment
Page: 1 of 2
Words: 149
100%

Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

Split Cells

Number of columns: 3

Number of rows: 1

☑ Merge cells before split

OK Cancel

Start

1. Select the cells you want to split.
2. Click the **Layout** tab.
3. Click **Split Cells**.
4. The Split Cells dialog box opens. Specify the number of cells you want to create, either by column or row. You can type in a value or click the spinner arrows.
5. Click **OK**.
6. Word splits the cells.

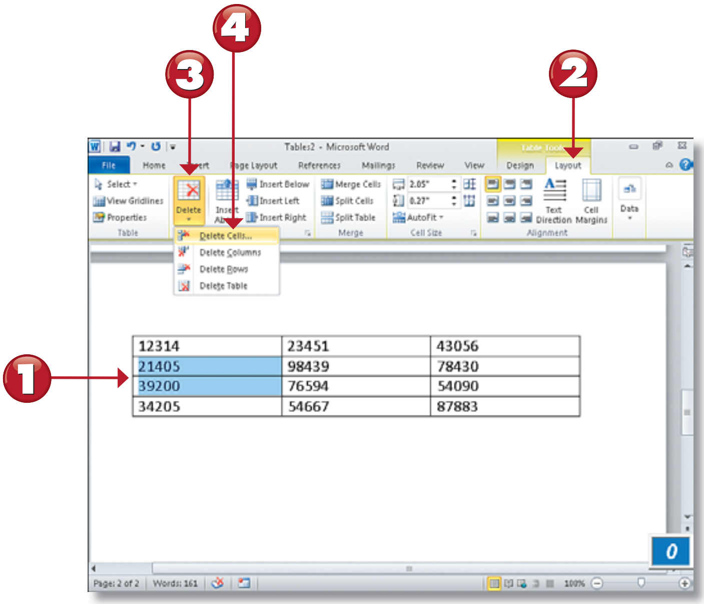
End

TIP

Existing Cell Content If the table you want to split has content, click the **Merge cells before split** in the Split Cells dialog box. ■

DELETING CELLS

You can remove cells from a table with a little help from the Delete Cells dialog box. When you remove cells, Word shifts the other cells up or over to fill the void.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Tables2 - Microsoft Word
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View Gridlines
Properties
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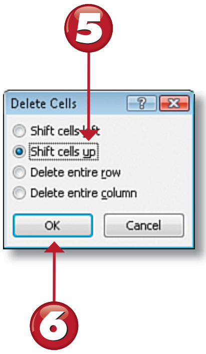
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
Merge
2.05"
0.27"
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Data
Delete Cells...
Delete Columns
Delete Rows
Delete Table
Page: 2 of 2
Words: 161
100%

12314	23451	43056
21405	98439	78430
39200	76594	54090
34205	54667	87883


5
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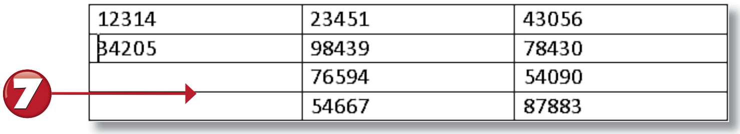
OK
Cancel

Delete Cells

○ Shift cells left
● Shift cells up
○ Delete entire row
○ Delete entire column



12314	23451	43056
34205	98439	78430
	76594	54090
	54667	87883

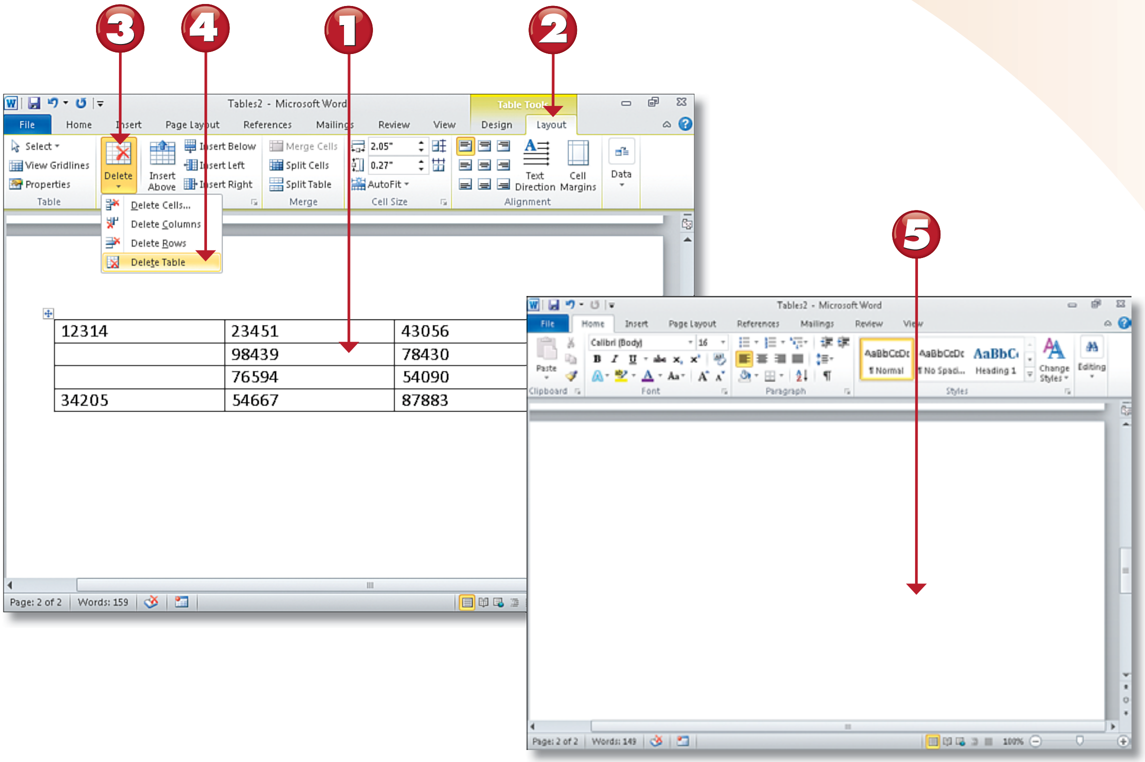
Start

1. Click the cell or cells you want to delete.
2. Click the **Layout** tab.
3. Click **Delete**.
4. Click **Delete Cells**.
5. The Delete Cells dialog box appears. Choose how you want the remaining cells to shift to fill the void by selecting **Shift cells left** or **Shift cells up**.
6. Click **OK**.
7. Word deletes the cells.

End

DELETING TABLES

You can delete a table you no longer need. You can use the Delete tool on the Layout tab.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Tables2 - Microsoft Word
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Table Tools
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Table
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Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
Merge
2.05"
0.27"
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Data
Delete Cells...
Delete Columns
Delete Rows
Delete Table
Page: 2 of 2
Words: 159
Words: 149
Paste
Clipboard
Calibri (Body)
16
Font
Paragraph
Normal
No Spaci...
Heading 1
Styles
Change Styles
Editing
100%

12314	23451	43056
	98439	78430
	76594	54090
34205	54667	87883

Start

1. Click anywhere inside the table you want to delete.
2. Click the **Layout** tab.
3. Click **Delete**.
4. Click **Delete Table**.
5. Word immediately deletes the table from the document.

End

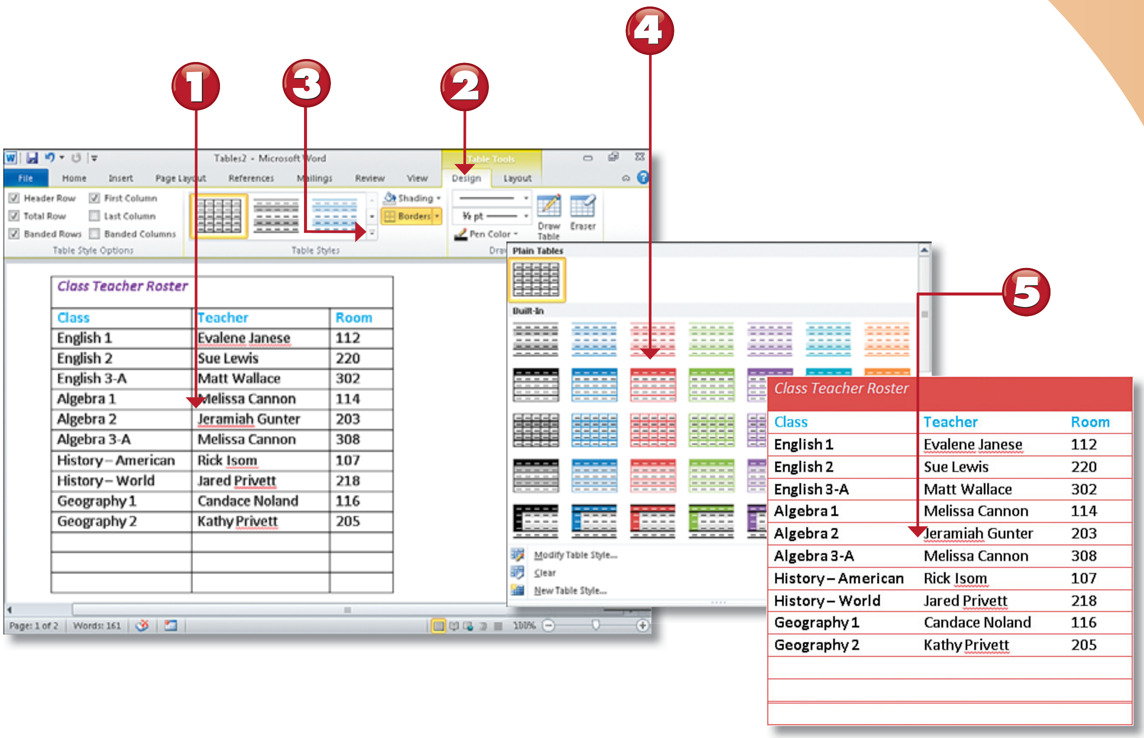
TIP

What About the Delete Key? If you just select the table and press the **Delete** key on the keyboard, Word only deletes the table contents, not the table. ■

ASSIGNING TABLE STYLES

You can format your tables to make them more visually appealing by changing fonts, sizes, or even adding borders and shading. Rather than applying all the formatting yourself, consider using one of Word's built-in table styles instead. Styles allow you to dress up a table in no time at all. A style is preset formatting that includes colors, borders, fonts, and font sizes.

Start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Tables2 - Microsoft Word
Table Tools
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☑ Header Row
☑ First Column
☑ Total Row
☐ Last Column
☑ Banded Rows
☐ Banded Columns
Table Style Options
Table Styles
Shading
Borders
½ pt
Pen Color
Draw Table
Eraser
Plain Tables
Built-In
Modify Table Style...
Clear
New Table Style...
Page: 1 of 2
Words: 161
100%

Class Teacher Roster

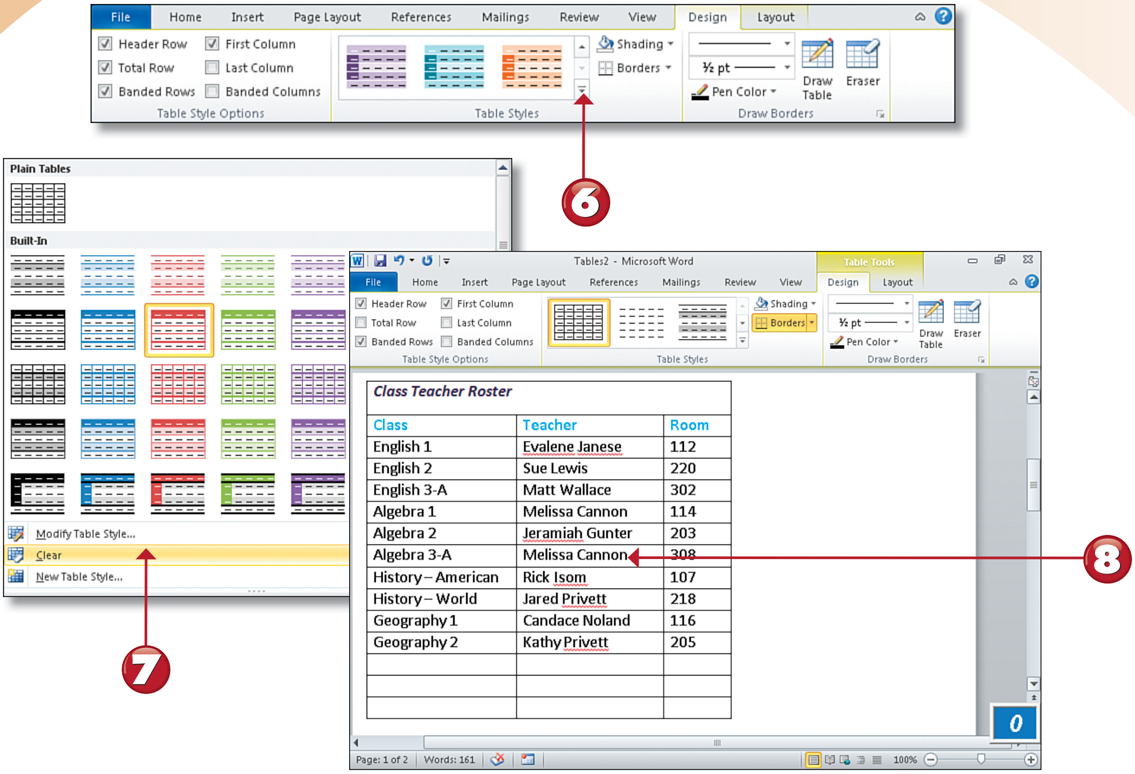
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

1. Click anywhere in the table you want to format.
2. Click the **Design** tab.
3. Click the **More** button in the Table Styles group to display a full gallery of styles at a glance.
4. Click the style you want to apply.
5. Word applies the style to the table.

Continued

TIP

Plain Tables When it comes to plain table formatting, you can choose **Table Grid**, which is the default style that places a border around every cell. You can choose the style in the Table Styles gallery. ■


File
Home
Insert
Page Layout
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☑ Header Row
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☑ Total Row
☐ Last Column
☑ Banded Rows
☐ Banded Columns
Table Style Options
Table Styles
Shading
Borders
½ pt
Pen Color
Draw Table
Eraser
Draw Borders
Plain Tables
Built-In
Modify Table Style...
Clear
New Table Style...
Tables2 - Microsoft Word
Table Tools
Page: 1 of 2
Words: 161
100%
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Class Teacher Roster		
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

6 To remove a style from a table, click the **More** button again.

7 Click **Clear**.

8 Word removes the table formatting.

End

TIP

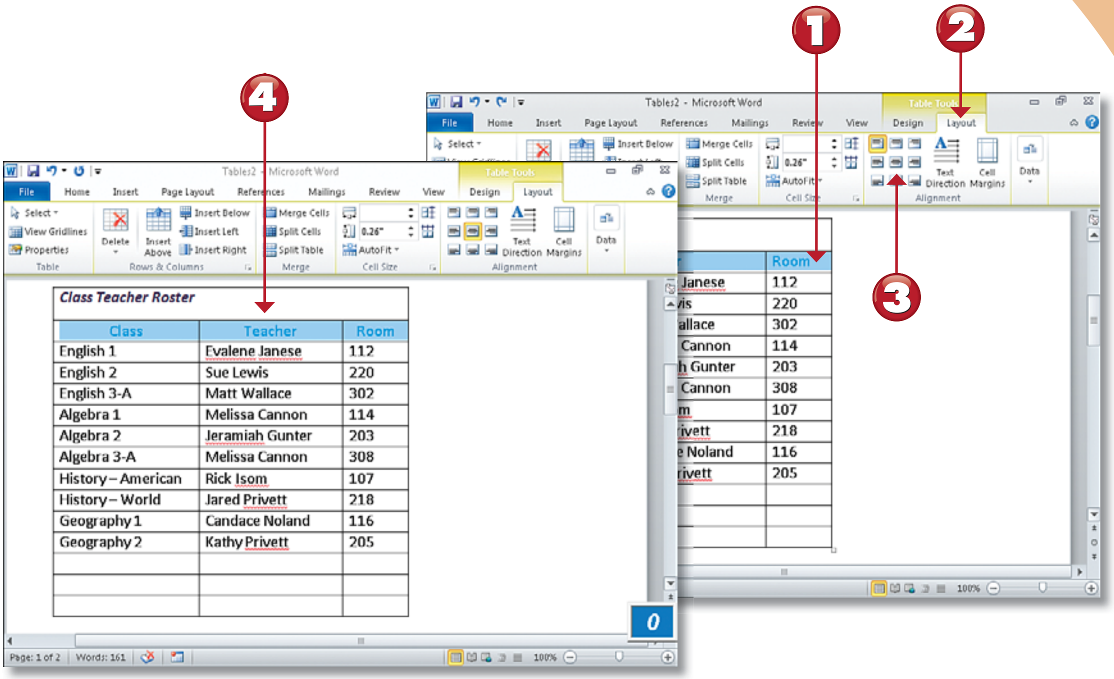
Save a Style If you've taken the time to format a table and want to reuse the formatting again for future tables, you can save the table as a table style in the Table Styles Gallery. Select the finished table, click the **More** button, and then click **New Table Style**. Give the table a new name in the Create New Style from Formatting dialog box and click **OK**. The new style is added to the Gallery. ■

TIP

Modify It You can customize any table preset style you apply and save it as a new style. To do so, click the Table Styles **More** button and click **Modify Table Styles**. This opens the Modify Style dialog box where you can change the font, line style, font color, line color, and more. ■

CHANGING CELL ALIGNMENT

You can change the alignment of text within the table cells. Like paragraph alignment, you can align text horizontally to the left, center, or right side of cells. You can also align text vertically, choosing from top, center, or bottom. By default, text is aligned top left. You can find all of the alignment options on the Layout tab in the Alignment group of tools.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Tables2 - Microsoft Word
Table Tools
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Table
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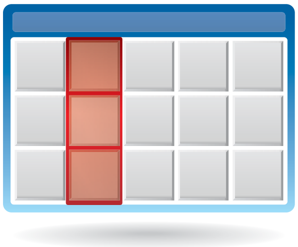
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Split Cells
Split Table
Merge
0.26"
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Data
Page: 1 of 2
Words: 161
100%

Class Teacher Roster

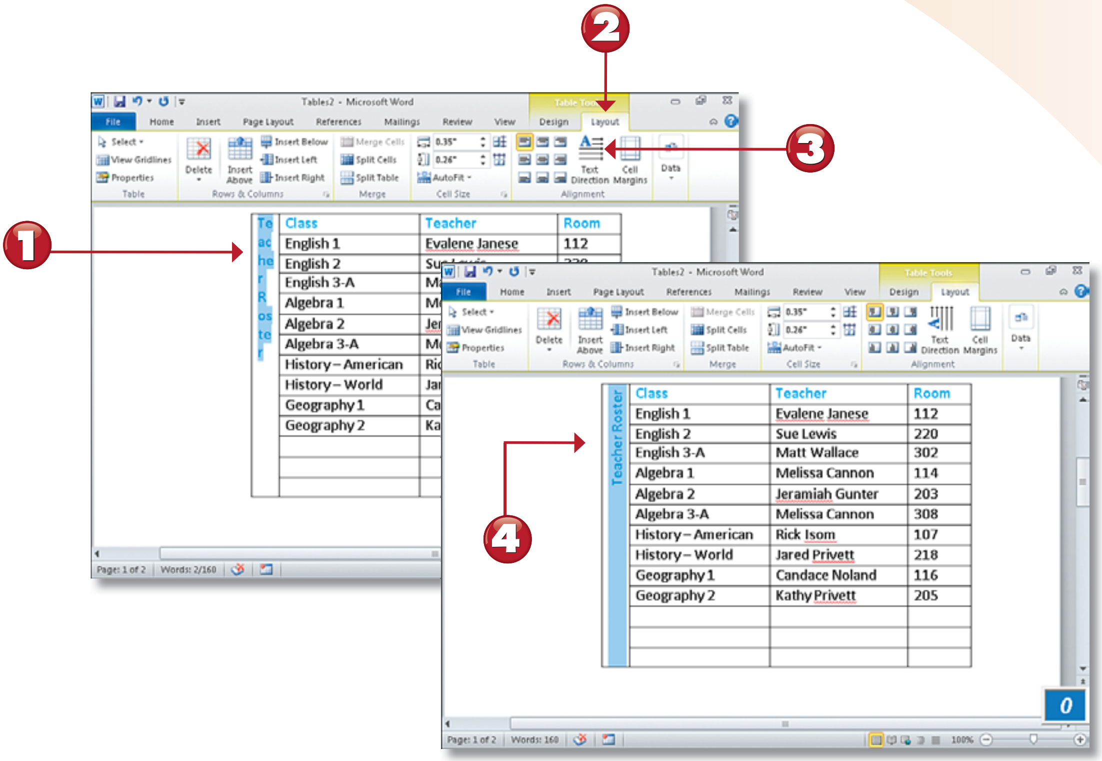
Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

1. Select the cell or cells you want to edit.
2. Click the **Layout** tab.
3. Click an alignment option.
4. Word applies the alignment to the selected cell(s).



CHANGING TEXT DIRECTION

Table cells present a unique opportunity to align text in different directions. For example, you might want to use a column as a row heading and display the label running vertically in the space, as shown in this task.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View Gridlines
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Insert Right
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Merge Cells
Split Cells
Split Table
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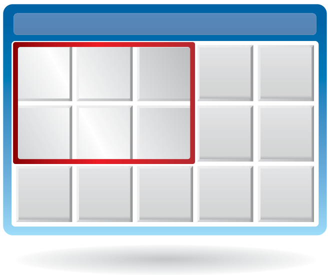
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Data
Page: 1 of 2
Words: 2/160
Words: 160
100%

Teacher Roster	Class	Teacher	Room
	English 1	Evalene Janese	112
	English 2	Sue Lewis	220
	English 3-A	Matt Wallace	302
	Algebra 1	Melissa Cannon	114
	Algebra 2	Jeramiah Gunter	203
	Algebra 3-A	Melissa Cannon	308
	History – American	Rick Isom	107
	History – World	Jared Privett	218
	Geography 1	Candace Noland	116
	Geography 2	Kathy Privett	205

Start

1. Select the cell or cells you want to edit.
2. Click the **Layout** tab.
3. Click **Text Direction**. Keep clicking the button to achieve the desired text direction.
4. Word rotates the text.

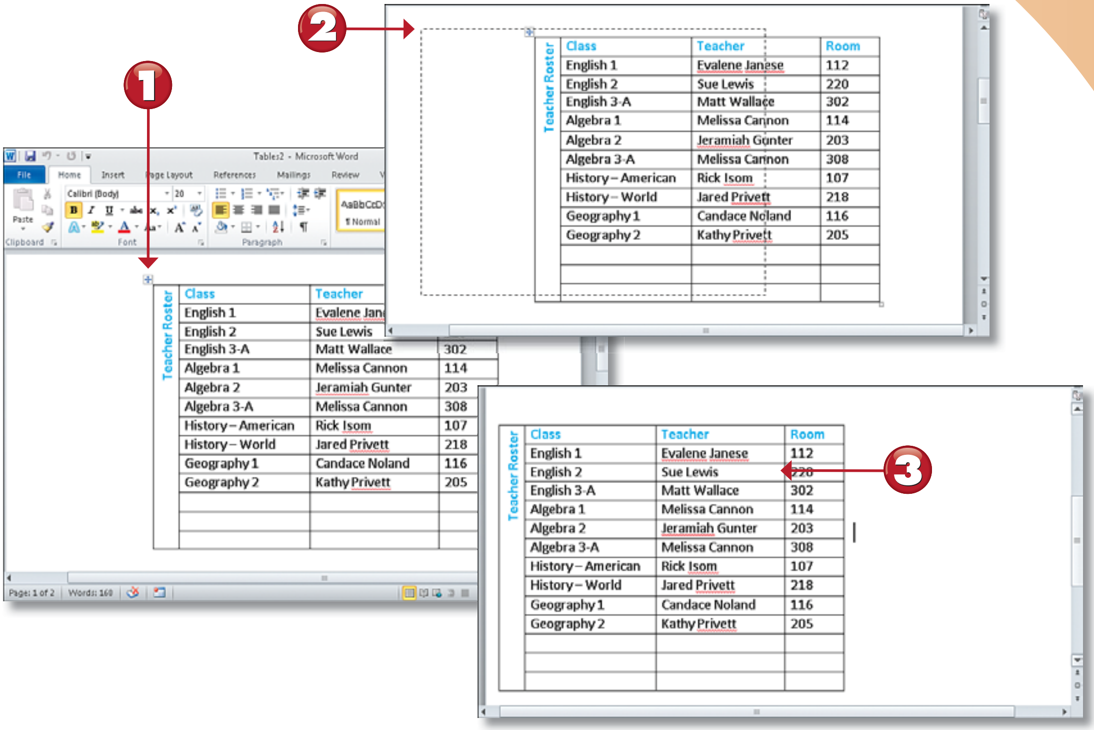
End



REPOSITIONING AND RESIZING A TABLE

You can move and resize tables in your Word document with a few easy steps. You can click and drag the table's selection handle and place the table wherever you want in a document. You can also click and drag a table corner to resize a table.

Start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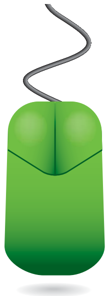
Page: 1 of 2
Words: 160

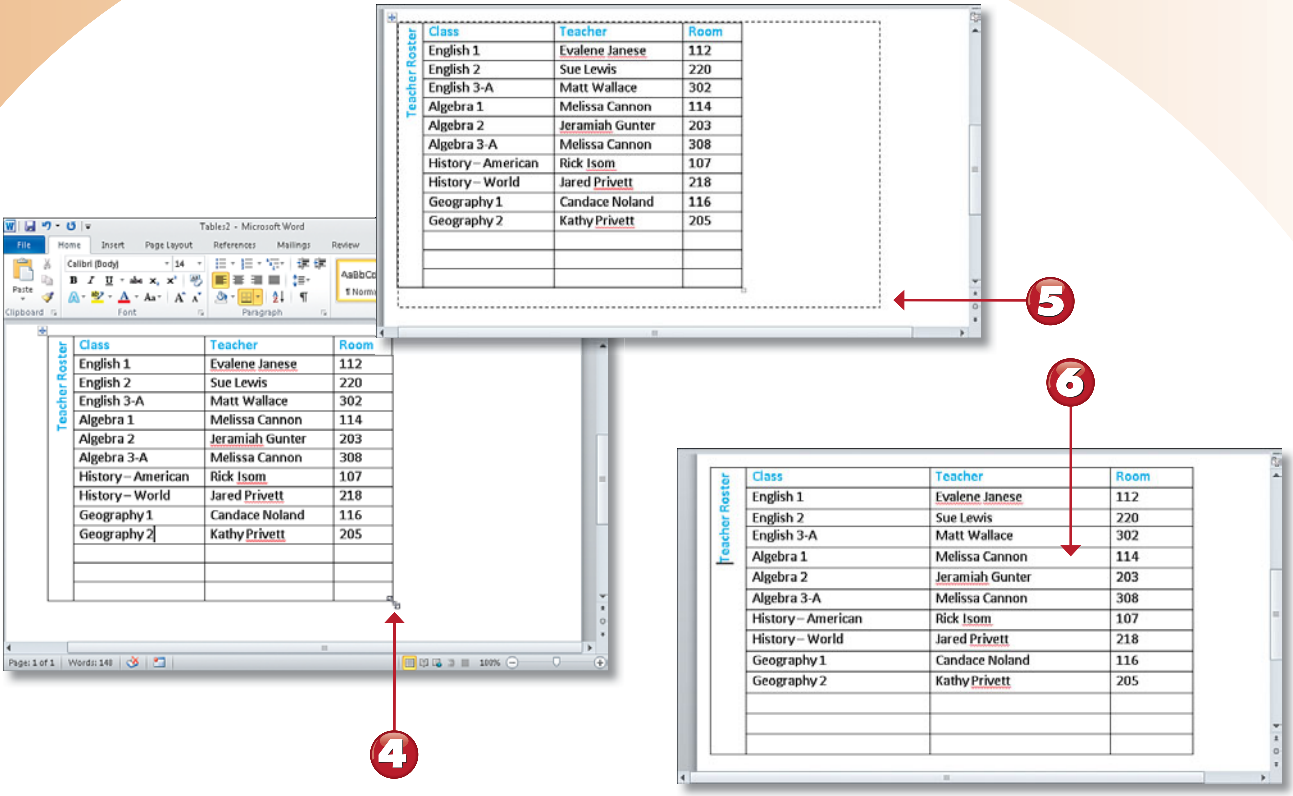
Teacher Roster

Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

1. To move a table, move the mouse pointer over the table's selection handle. The pointer icon changes to a four-sided arrow icon.
2. Click and drag the table to a new location.
3. Release the mouse button and the table is repositioned.

Continued





Teacher Roster

Class	Teacher	Room
English 1	Evalene Janese	112
English 2	Sue Lewis	220
English 3-A	Matt Wallace	302
Algebra 1	Melissa Cannon	114
Algebra 2	Jeramiah Gunter	203
Algebra 3-A	Melissa Cannon	308
History – American	Rick Isom	107
History – World	Jared Privett	218
Geography 1	Candace Noland	116
Geography 2	Kathy Privett	205

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Page: 1 of 1
Words: 148
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4 To resize a table, move the mouse pointer over a corner or edge of the table. The mouse pointer changes to a double-sided arrow icon.

5 Click and drag the table edge.

6 Release the mouse button and the table is resized.

End

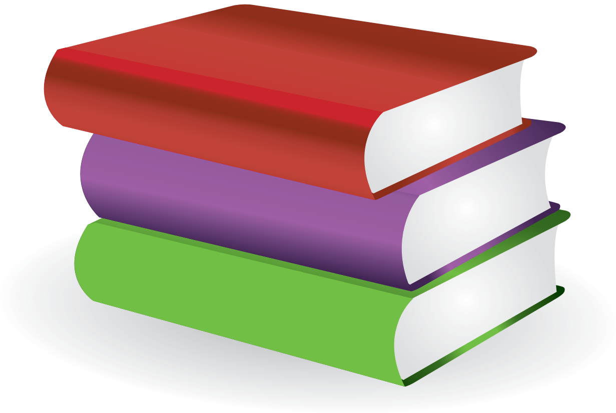
TIP

Wrap Text You can control how text wraps around a table just as you do with wrapping text around graphic objects (see Chapter 12 to learn more about graphic objects). Depending on your table placement in a document, Word may automatically wrap text around the table. To control text wrapping around tables, you must open the Table Properties dialog box. Click the **Properties** button on the **Layout** tab, then click the Table tab to find the two text-wrapping settings: **None** or **Around**. Click **None** to turn off the wrapping or click **Around** to make text flow around the table. ■

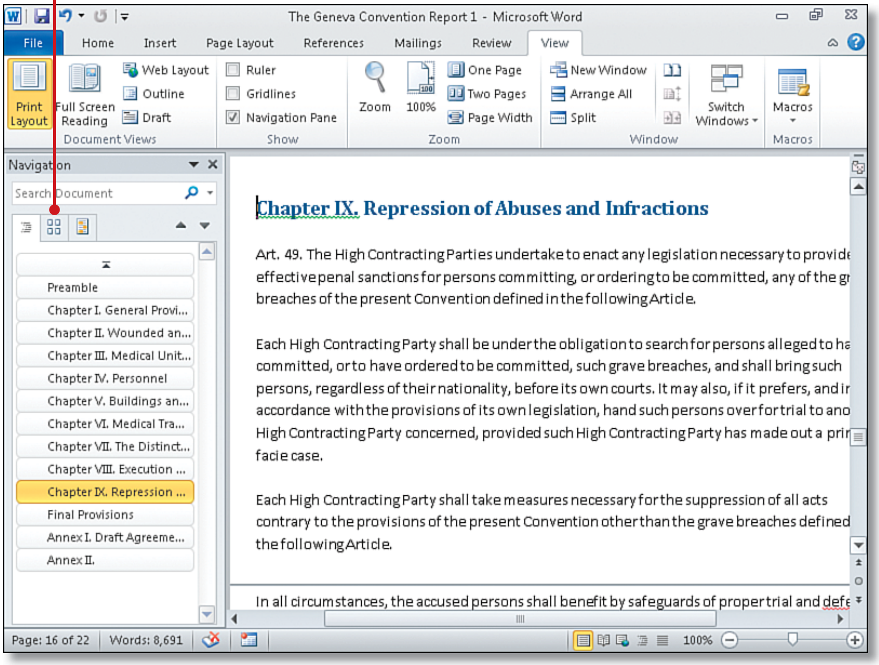
Chapter 8

USING WORD'S DOCUMENT AND REFERENCES TOOLS

Word offers a wide variety of research and referencing tools you can use with longer or more complex documents you create. If you're working on a research paper, for example, you can use Word's References tools to add footnotes, endnotes, cross-references, and even a table of contents. This chapter shows you how to use the various Word features to translate text, look up words in the built-in dictionaries and thesaurus, navigate long documents with the Navigation Pane and bookmarks, and even tap into Excel's spreadsheet powers to make a chart. You'll learn how to build a document using Outline View, add captions to graphic elements, and insert comments.



The Navigation Pane can help
you browse your document
by headings or by pages.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Chapter II. Wounded an...
Chapter III. Medical Unit...
Chapter IV. Personnel
Chapter V. Buildings an...
Chapter VI. Medical Tra...
Chapter VII. The Distinct...
Chapter VIII. Execution ...
Chapter IX. Repression ...
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Annex II.
Page: 16 of 22
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Chapter IX. Repression of Abuses and Infractions

Art. 49. The High Contracting Parties undertake to enact any legislation necessary to provid
effective penal sanctions for persons committing, or ordering to be committed, any of the gr
breaches of the present Convention defined in the following Article.

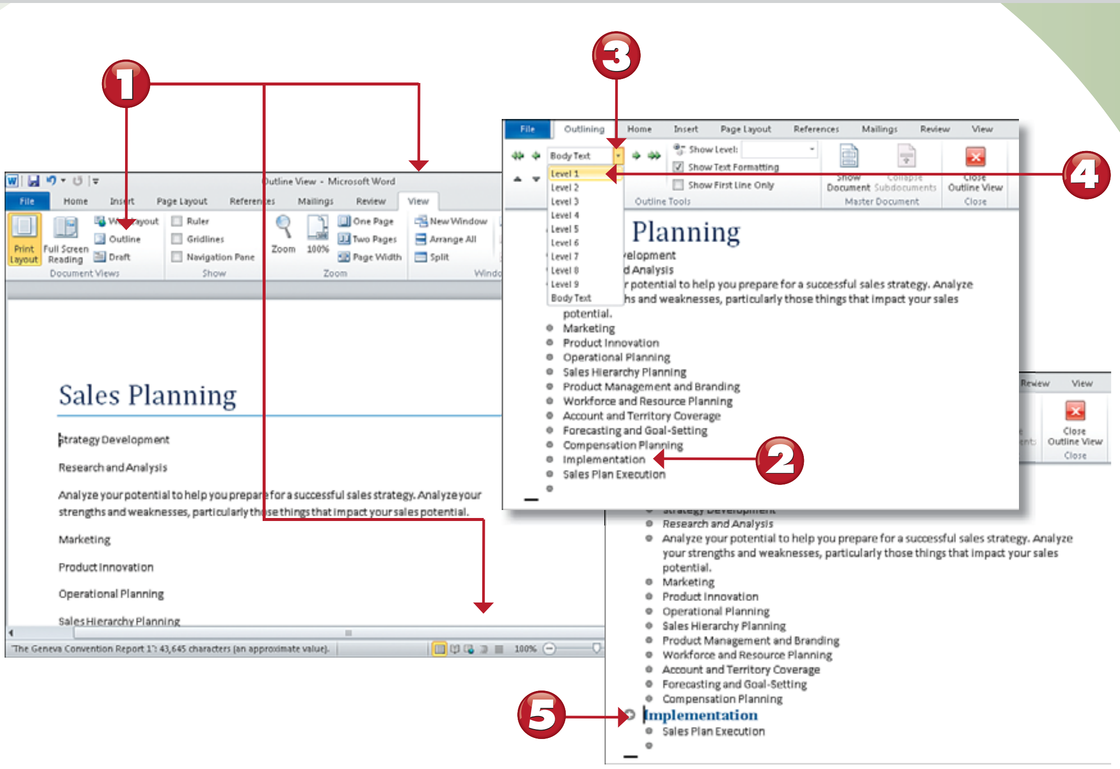
Each High Contracting Party shall be under the obligation to search for persons alleged to ha
committed, or to have ordered to be committed, such grave breaches, and shall bring such
persons, regardless of their nationality, before its own courts. It may also, if it prefers, and i
accordance with the provisions of its own legislation, hand such persons over for trial to ano
High Contracting Party concerned, provided such High Contracting Party has made out a pri
facie case.

Each High Contracting Party shall take measures necessary for the suppression of all acts
contrary to the provisions of the present Convention other than the grave breaches defined
the following Article.

In all circumstances, the accused persons shall benefit by safeguards of proper trial and defe

BUILDING DOCUMENTS WITH OUTLINE VIEW

If your document is based on headings, subheadings, and body content, you can use Word's Outline view to create and edit your pages. Outline View lets you focus on the document's structure rather than on its formatting. You can assign heading levels and change levels as needed as your document develops.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Close Outline View
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Level 1
Level 2
Level 3
Level 4
Level 5
Level 6
Level 7
Level 8
Level 9
Body Text

Sales Planning

Strategy Development

Research and Analysis

Analyze your potential to help you prepare for a successful sales strategy. Analyze your strengths and weaknesses, particularly those things that impact your sales potential.

Marketing

Product Innovation

Operational Planning

Sales Hierarchy Planning

Product Management and Branding

Workforce and Resource Planning

Account and Territory Coverage

Forecasting and Goal-Setting

Compensation Planning

Implementation

Sales Plan Execution

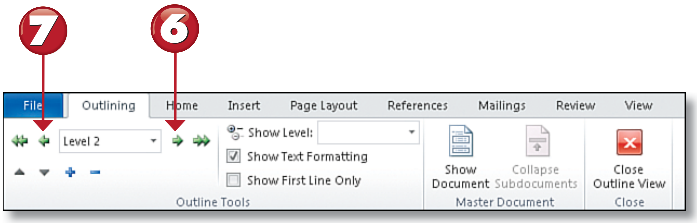
Start

1. Click **Outline** on the status bar, or click the **View** tab and click **Outline**.
2. Click the line of text to which you want to assign an outline level.
3. Click the **Outline Level** drop-down arrow on the Outlining tab.
4. Click a level.
5. Word assigns the level to the text.

Continued

TIP

Fast Promote or Demote The two double-arrows on the Outlining tab let you quickly promote or demote an outline item to the top of the levels or to the bottom. To quickly promote a line to level 1, click the **Promote to Level 1** button. To quickly demote a line to body text, click the **Demote to Body Text** button. ■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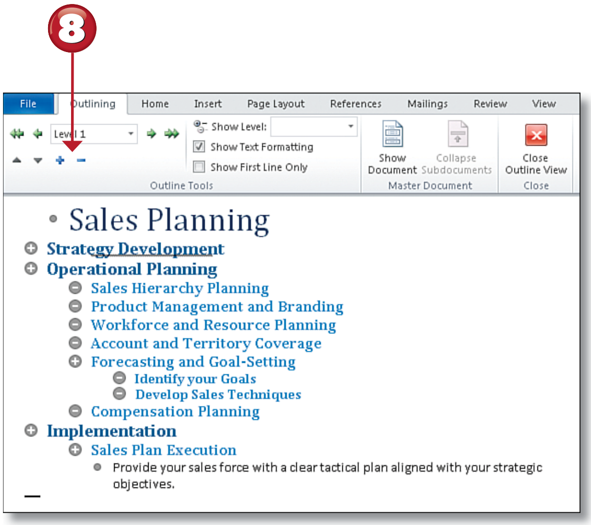
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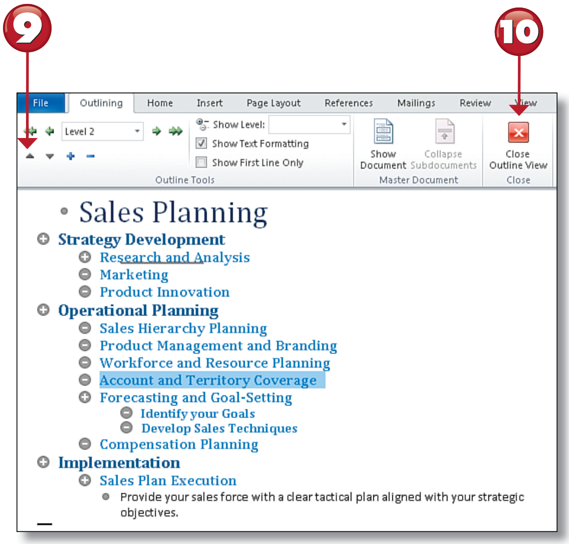
Close Outline View
Outline Tools
Master Document
Close

- Sales Planning
- Strategy Development
- Operational Planning
  - Sales Hierarchy Planning
  - Product Management and Branding
  - Workforce and Resource Planning
  - Account and Territory Coverage
  - Forecasting and Goal-Setting
    - Identify your Goals
    - Develop Sales Techniques
  - Compensation Planning
- Implementation
  - Sales Plan Execution
    - Provide your sales force with a clear tactical plan aligned with your strategic objectives.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- Sales Planning
- Strategy Development
  - Research and Analysis
  - Marketing
  - Product Innovation
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  - Sales Hierarchy Planning
  - Product Management and Branding
  - Workforce and Resource Planning
  - Account and Territory Coverage
  - Forecasting and Goal-Setting
    - Identify your Goals
    - Develop Sales Techniques
  - Compensation Planning
- Implementation
  - Sales Plan Execution
    - Provide your sales force with a clear tactical plan aligned with your strategic objectives.

6 To demote a heading, click in the line and click **Demote**.

7 To promote a heading, click in the line and click **Promote**.

8 To collapse or expand levels in your Outline view, click **Expand** or **Collapse**.

9 To move a line up or down in the outline, click the **Move Up** or **Move Down** buttons.

10 To close Outline view, click **Close Outline View** on the Outlining tab.

End

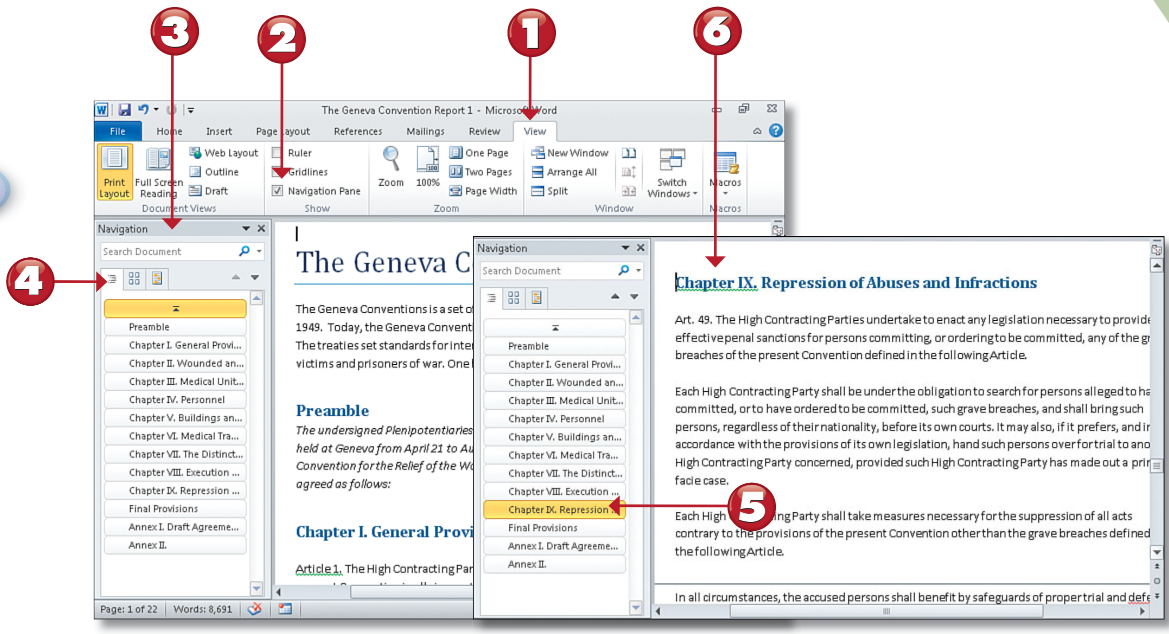
TIP

Showing Levels Aside from expanding and collapsing levels in your outline, you can also designate which levels you want to view using the Show Level feature in the Outlining tab. Simply click the **Show Level** drop-down arrow and choose which level you want to view. ■

NAVIGATING DOCUMENTS WITH THE NAVIGATION PANE

When navigating through longer documents, you can simplify the process of looking through pages and headings by using Word's Navigation Pane. With the Navigation Pane you can browse your pages by headings or by thumbnail icons, or you can conduct a search for a specific word or phrase.

Start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Chapter II. Wounded an...
Chapter III. Medical Unit...
Chapter IV. Personnel
Chapter V. Buildings an...
Chapter VI. Medical Tra...
Chapter VII. The Distinct...
Chapter VIII. Execution ...
Chapter IX. Repression ...
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Annex II.
Page: 1 of 22
Words: 8,691

The Geneva C

The Geneva Conventions is a set o
1949. Today, the Geneva Convent
The treaties set standards for inter
victims and prisoners of war. One

Preamble

The undersigned Plenipotentiaries
held at Geneva from April 21 to Au
Convention for the Relief of the Wo
agreed as follows:

Chapter I. General Provi

Article 1. The High Contracting Par

Chapter IX. Repression of Abuses and Infractions

Art. 49. The High Contracting Parties undertake to enact any legislation necessary to provide effective penal sanctions for persons committing, or ordering to be committed, any of the gr breaches of the present Convention defined in the following Article.

Each High Contracting Party shall be under the obligation to search for persons alleged to ha committed, or to have ordered to be committed, such grave breaches, and shall bring such persons, regardless of their nationality, before its own courts. It may also, if it prefers, and ir accordance with the provisions of its own legislation, hand such persons over for trial to ano High Contracting Party concerned, provided such High Contracting Party has made out a prir facie case.

Each High ingParty shall take measures necessary for the suppression of all acts contrary to the provisions of the present Convention other than the grave breaches defined the following Article.

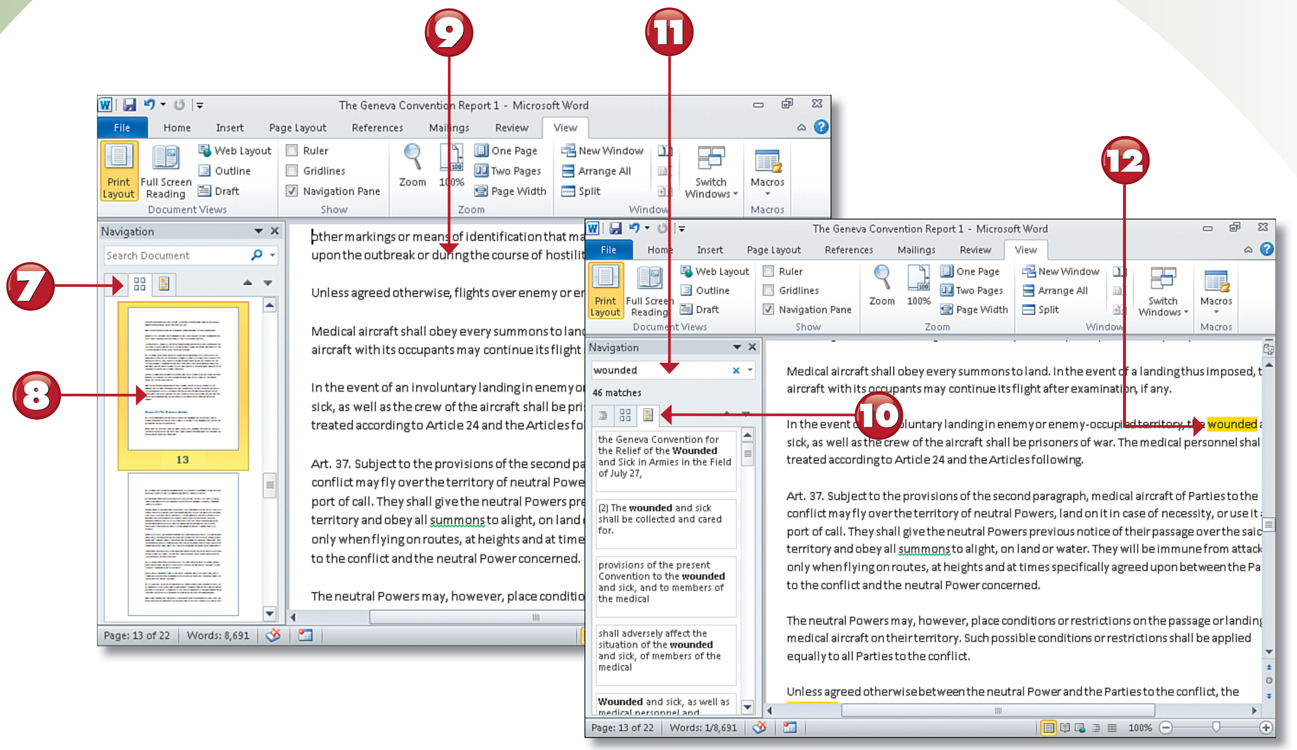
In all circumstances, the accused persons shall benefit by safeguards of proper trial and defe

1. Click the **View** tab.
2. Click **Navigation Pane**.
3. Word opens the Navigation Pane.
4. Click the **Browse the Headings** tab.
5. Click a heading.
6. Word navigates to the designated spot in the document.

Continued

TIP

Closing Panes No check mark in the Navigation Pane checkbox on the View tab indicates the pane is hidden from view. You can also close any open pane by simply clicking its **Close** button. ■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Page: 13 of 22
Words: 8,691
Page: 13 of 22
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other markings or means of identification that ma
upon the outbreak or during the course of hostilit

Unless agreed otherwise, flights over enemy or er

Medical aircraft shall obey every summons to lanc
aircraft with its occupants may continue its flight

In the event of an involuntary landing in enemy o
sick, as well as the crew of the aircraft shall be pri
treated according to Article 24 and the Articles fo

Art. 37. Subject to the provisions of the second pa
conflict may fly over the territory of neutral Powe
port of call. They shall give the neutral Powers pre
territory and obey all summons to alight, on land
only when flying on routes, at heights and at time
to the conflict and the neutral Power concerned.

The neutral Powers may, however, place conditio

wounded

46 matches

the Geneva Convention for the Relief of the **Wounded** and Sick in Armies in the Field of July 27,

(2) The **wounded** and sick shall be collected and cared for.

provisions of the present Convention to the **wounded** and sick, and to members of the medical

shall adversely affect the situation of the **wounded** and sick, of members of the medical

Wounded and sick, as well as medical personnel and

Medical aircraft shall obey every summons to land. In the event of a landing thus imposed, t
aircraft with its occupants may continue its flight after examination, if any.

In the event of involuntary landing in enemy or enemy-occupied territory, the wounded a
sick, as well as the crew of the aircraft shall be prisoners of war. The medical personnel shal
treated according to Article 24 and the Articles following.

Art. 37. Subject to the provisions of the second paragraph, medical aircraft of Parties to the
conflict may fly over the territory of neutral Powers, land on it in case of necessity, or use it
port of call. They shall give the neutral Powers previous notice of their passage over the saic
territory and obey all summons to alight, on land or water. They will be immune from attack
only when flying on routes, at heights and at times specifically agreed upon between the Pa
to the conflict and the neutral Power concerned.

The neutral Powers may, however, place conditions or restrictions on the passage or landing
medical aircraft on their territory. Such possible conditions or restrictions shall be applied
equally to all Parties to the conflict.

Unless agreed otherwise between the neutral Power and the Parties to the conflict, the

7 Click the **Browse the Pages** tab.

8 Click a page thumbnail.

9 Word navigates to the designated spot in the document.

10 Click the **Browse the Results** tab.

11 Type the word or phrase you want to search for in the document and press Enter.

12 Word highlights the first occurrence.

End

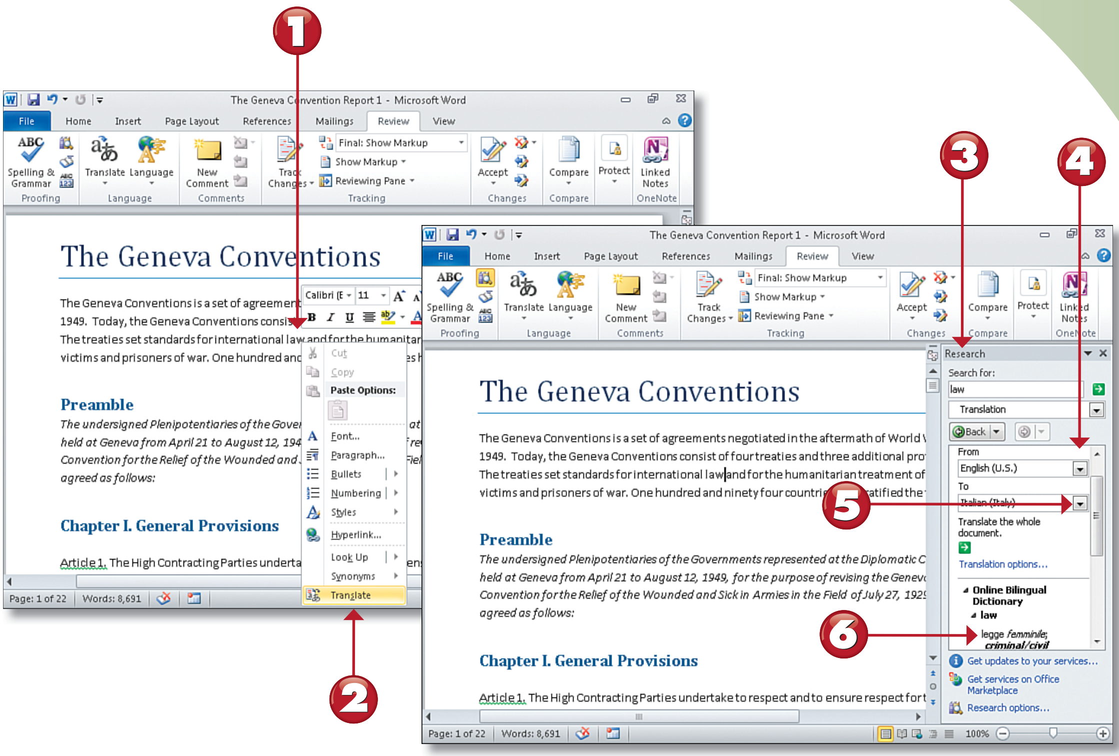
TIP

Moving Around Headings You can click the **Previous Heading** or **Next Heading** buttons in the Navigation Pane to jump around from one heading to another. ■

TRANSLATING WORDS

You can easily translate a word in your document to help you communicate with others around the globe in languages such as Spanish, French, or Arabic. Word installs with several translation tools, such as bilingual dictionaries and access to online translation sites.

Start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Get services on Office Marketplace
Research options...
Page: 1 of 22
Words: 8,691
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The Geneva Conventions

The Geneva Conventions is a set of agreements negotiated in the aftermath of World W
1949. Today, the Geneva Conventions consist of four treaties and three additional pro
The treaties set standards for international law and for the humanitarian treatment of
victims and prisoners of war. One hundred and ninety four countri atified the

Preamble

*The undersigned Plenipotentiaries of the Governments represented at the Diplomatic C
held at Geneva from April 21 to August 12, 1949, for the purpose of revising the Genev
Convention for the Relief of the Wounded and Sick in Armies in the Field of July 27, 192
agreed as follows:*

Chapter I. General Provisions

Article 1. The High Contracting Parties undertake to respect and to ensure respect for t

① Right-click the word or phrase that you want to translate.

② Click **Translate**.

③ Word displays the Research pane.

④ Click the **From** drop-down arrow and choose a language.

⑤ Click the **To** drop-down arrow and choose a language.

⑥ Word displays the translation.

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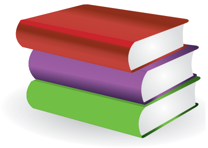

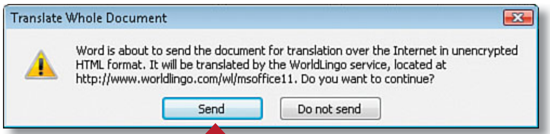
Translate Whole Document
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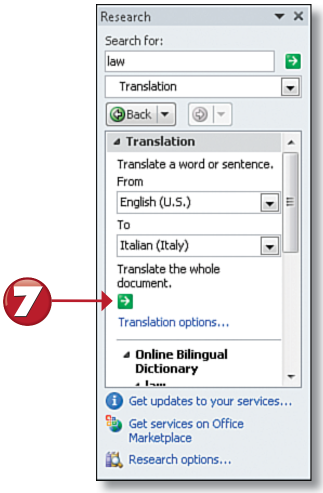
Word is about to send the document for translation over the Internet in unencrypted HTML format. It will be translated by the WorldLingo service, located at http://www.worldlingo.com/wl/msoffice11. Do you want to continue?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Search for: law

Translation

Translate a word or sentence.

From: English (U.S.)

To: Italian (Italy)

Translate the whole document.

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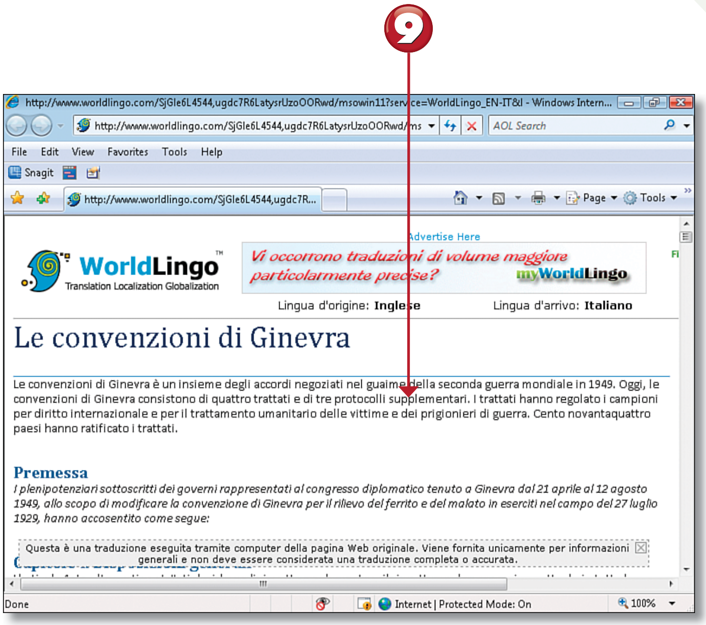
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http://www.worldlingo.com/SjGle6L4544,ugdc7R6LatysrUzoOORwd/ms

Lingua d'origine: **Inglese** Lingua d'arrivo: **Italiano**

Le convenzioni di Ginevra

Le convenzioni di Ginevra è un insieme degli accordi negoziati nel guaime della seconda guerra mondiale in 1949. Oggi, le convenzioni di Ginevra consistono di quattro trattati e di tre protocolli supplementari. I trattati hanno regolato i campioni per diritto internazionale e per il trattamento umanitario delle vittime e dei prigionieri di guerra. Cento novantaquattro paesi hanno ratificato i trattati.

Premessa

I plenipotenziari sottoscritti dei governi rappresentati al congresso diplomatico tenuto a Ginevra dal 21 aprile al 12 agosto 1949, allo scopo di modificare la convenzione di Ginevra per il rilievo del ferrito e del malato in eserciti nel campo del 27 luglio 1929, hanno accosentito come segue:

Questa è una traduzione eseguita tramite computer della pagina Web originale. Viene fornita unicamente per informazioni generali e non deve essere considerata una traduzione completa o accurata.

7 To translate an entire document from the Research pane, click the **Translate the whole document** arrow button.

8 Click **Send**.

9 Your default Web browser opens and displays the translation.

End

TIP

Translation Options You can choose which languages to display among Word's bilingual dictionaries. Click the **Translation Options** link in the Research pane to open the Translation Options dialog box and check or uncheck which languages you want available for translation activities. ■

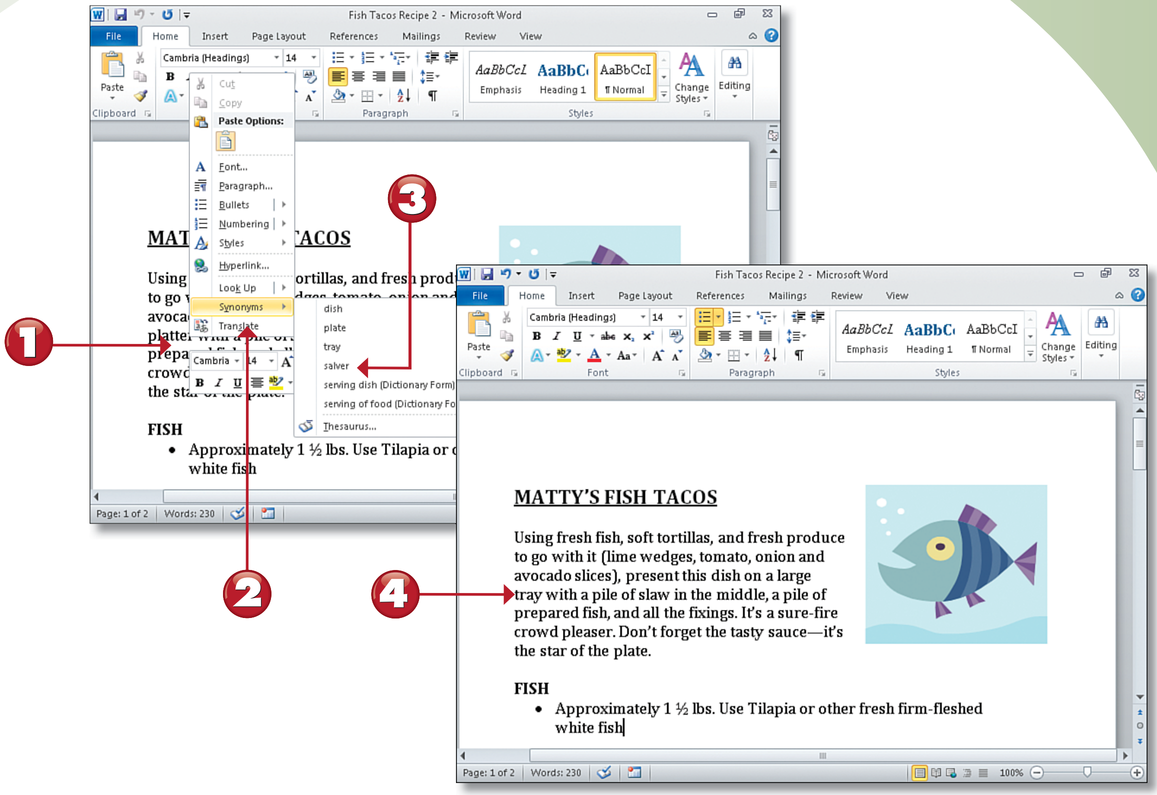
TIP

Review Tab You can also use the Review tab to translate a selected word or phrase in your document. Click the **Review** tab, click the **Translate** button, and then click **Translate Selected Text**. Like the right-click method you learned about in the steps, the Research pane opens and offers you tools for translating the phrase. ■

LOOKING UP SYNONYMS AND DEFINITIONS

Another easy task in Word is the ability to look up a synonym or definition. Using Word's built-in dictionaries, you can quickly find a similar word or look up a word's meaning with just a click or two.

Start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Look Up
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serving of food (Dictionary Form)
Thesaurus...
Page: 1 of 2
Words: 230
100%
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MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present this dish on a large tray with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser. Don't forget the tasty sauce—it's the star of the plate.

FISH

- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-fleshed white fish

1 To find a synonym, right-click the word.

2 Click **Synonyms**.

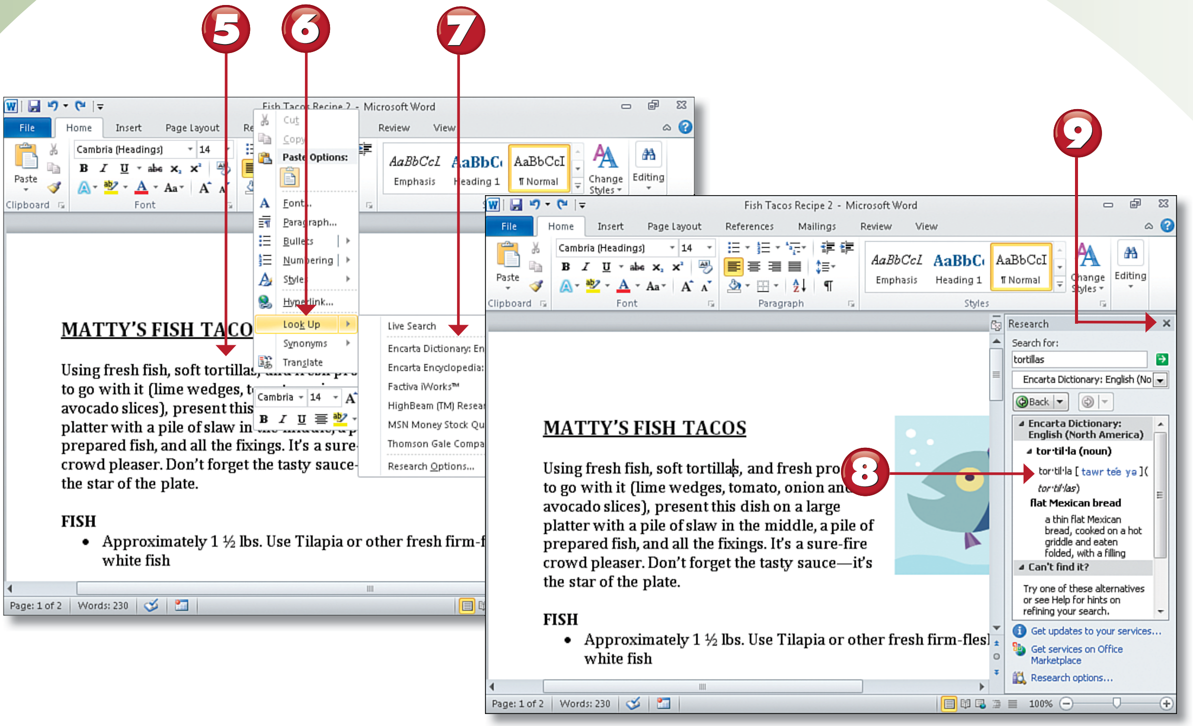
3 Click a synonym.

4 Word replaces the text with the synonym.

Continued

TIP

Research Pane You can also open the Research Pane by clicking the **Review** tab on the Ribbon and then clicking the **Research** button located in the Proofing tools group.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Translate
Live Search
Encarta Dictionary: En
Encarta Encyclopedia:
Factiva iWorks™
HighBeam (TM) Resea
MSN Money Stock Qu
Thomson Gale Compa
Research Options...
Research
Search for:
tortillas
Encarta Dictionary: English (No
Back
Encarta Dictionary: English (North America)
tor·til·la (noun)
tor·til·la [tawr tée yə](tor·til·las)
flat Mexican bread
a thin flat Mexican bread, cooked on a hot griddle and eaten folded, with a filling
Can't find it?
Try one of these alternatives or see Help for hints on refining your search.
Get updates to your services...
Get services on Office Marketplace
Research options...
Page: 1 of 2
Words: 230
100%

MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh pro
to go with it (lime wedges, tomato, onion an
avocado slices), present this dish on a large
platter with a pile of slaw in the middle, a pile of
prepared fish, and all the fixings. It's a sure-fire
crowd pleaser. Don't forget the tasty sauce—it's
the star of the plate.

FISH

- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-flesl
white fish

5 To look up a word's meaning, right-click the word.

6 Click **Look Up**.

7 Click a reference source, such as **Encarta Dictionary**.

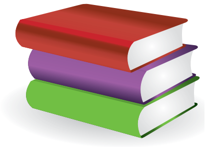
8 Word opens the Research Pane and displays any matches.

9 Click here to close the pane.

End

TIP

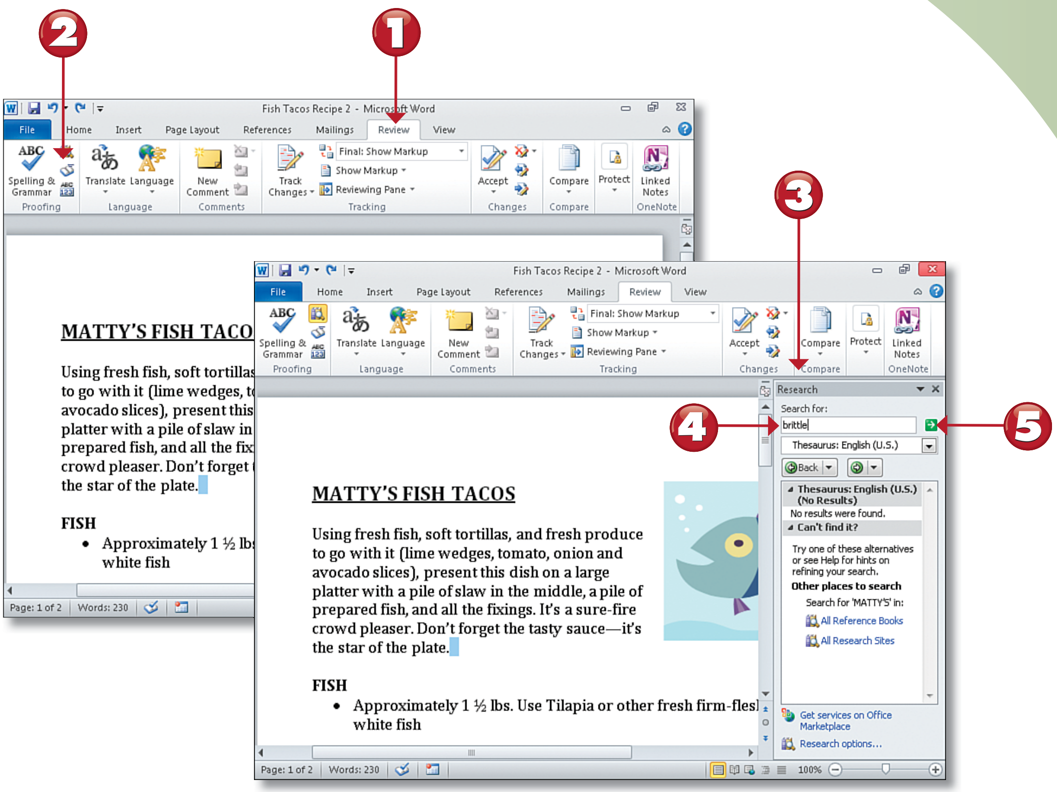
Change Your Source To change the source you use in the Research Pane, click the drop-down arrow under the **Search for** box and select a new resource. ■



USING THE WORD THESAURUS

You can use Word's built-in Thesaurus feature, along with the Research Pane, to look up words and locate just the word you want to use.

Start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Tracking
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Compare
OneNote
Research
Page: 1 of 2
Words: 230
100%

MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present this dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser. Don't forget the tasty sauce—it's the star of the plate.

FISH

- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-flesh white fish

Search for: brittle

Thesaurus: English (U.S.)

Thesaurus: English (U.S.) (No Results)

No results were found.

Can't find it?

Try one of these alternatives or see Help for hints on refining your search.

Other places to search

Search for 'MATTY'S' in:

All Reference Books

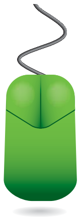
All Research Sites

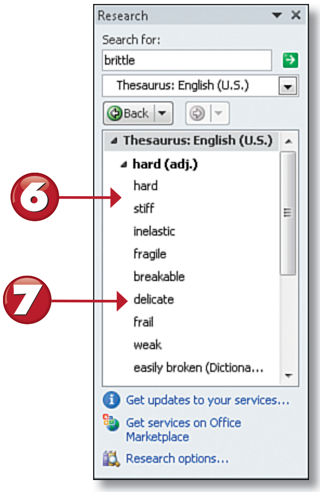
Get services on Office Marketplace

Research options...

1. Click the **Review** tab on the Ribbon.
2. Click the **Thesaurus** button.
3. Word opens the Research Pane with the Thesaurus resource already selected.
4. Type a word you want to look up.
5. Press **Enter** or click the **Start searching** button.

Continued

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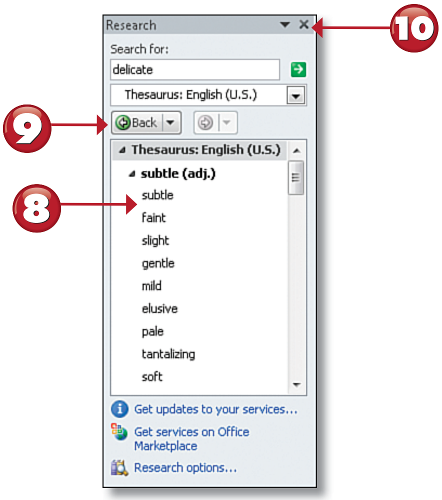
Research
Back
Get updates to your services…
Get services on Office Marketplace
Research options…

Search for: brittle

Thesaurus: English (U.S.)

- Thesaurus: English (U.S.)
  - hard (adj.)
    - hard
    - stiff
    - inelastic
    - fragile
    - breakable
    - delicate
    - frail
    - weak
    - easily broken (Dictiona…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Research
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Get updates to your services…
Get services on Office Marketplace
Research options…

Search for: delicate

Thesaurus: English (U.S.)

- Thesaurus: English (U.S.)
  - subtle (adj.)
    - subtle
    - faint
    - slight
    - gentle
    - mild
    - elusive
    - pale
    - tantalizing
    - soft

6 The pane displays any results.

7 To find more synonyms based on any word in the list, click the word.

8 The pane displays related synonyms.

9 You can click the **Back** button to return to the previous list.

10 Click **Close** to exit the Research Pane.

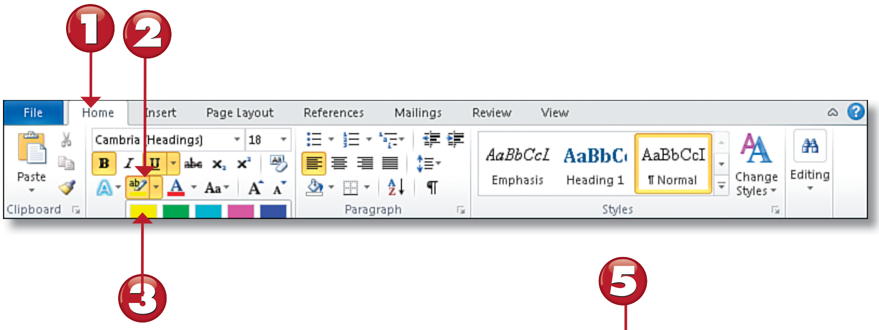
End

TIP

More Options You can click the **Get services on Office Marketplace** link at the bottom of the Research Pane to visit the Office Marketplace website and find more resources you can use.

HIGHLIGHTING TEXT

Need to bring someone's attention to text in a document? You can highlight text just like using a highlighter pen on paper. You can use Word's Highlighter Pen to drag across the text you want to draw attention to, or you can select the text first and then apply a highlighting color.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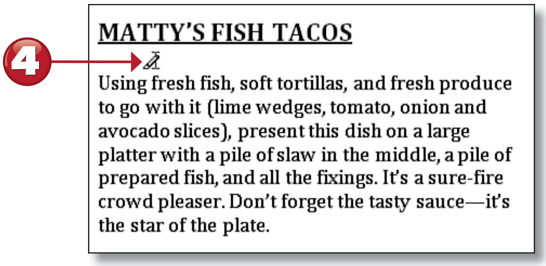
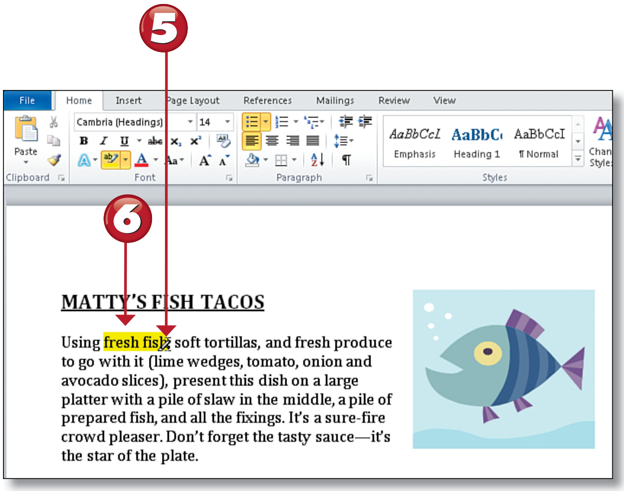


MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present this dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser. Don't forget the tasty sauce—it's the star of the plate.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MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present this dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser. Don't forget the tasty sauce—it's the star of the plate.

1. Click the **Home** tab.
2. Click the **Text Highlighter** arrow button.
3. Click a color.
4. The cursor becomes a pen icon.
5. Drag across the text you want to highlight.
6. Word highlights the text in the specified color shading.

End

TIP

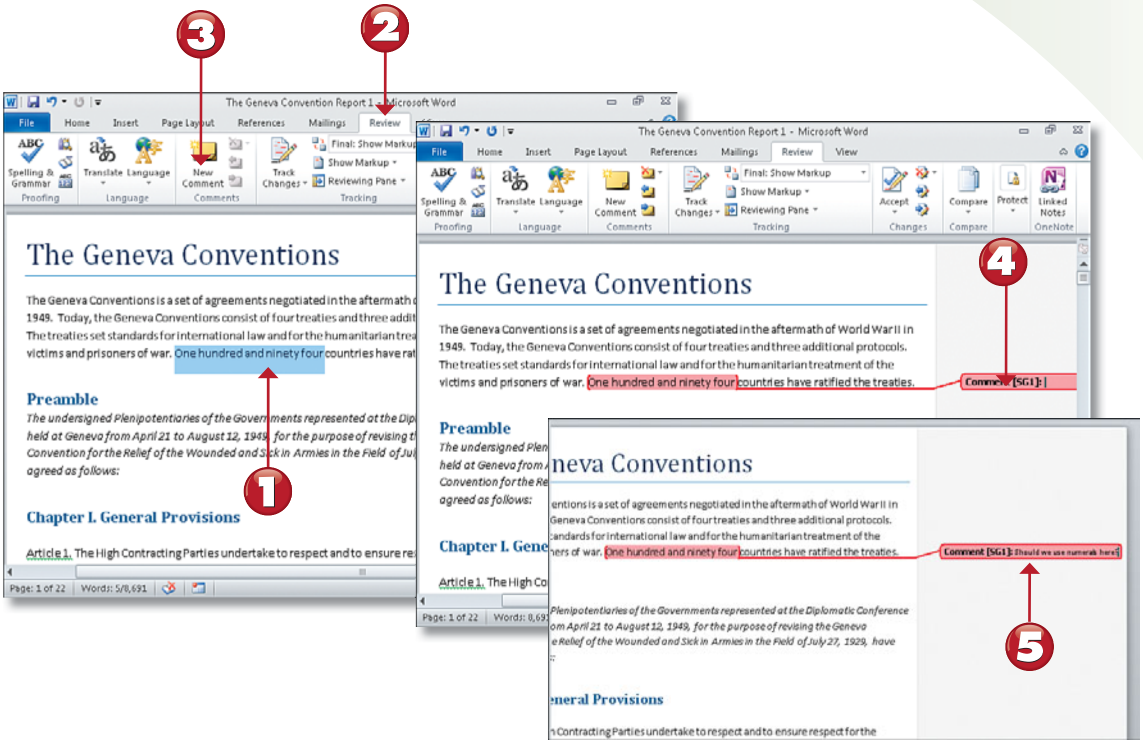
Toggle On or Off The Highlighter Pen stays on until you perform another action or toggle the feature off. To turn it off, simply click the **Text Highlighter** button on the Ribbon again. ■

TIP

Remove It To remove highlighting, select the text, click the **Text Highlighter** arrow button to display the menu, then click **No Color**. ■

INSERTING COMMENTS

You can use comments to add notations to your document that are not meant to be printed. Comments are handy when your document is being edited by multiple users, or when you want to remind yourself to revisit a section to check facts or spelling. When you insert a comment, it appears as a balloon off to the side of the document.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The Geneva Convention Report 1 - Microsoft Word
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OneNote
1
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5
Page: 1 of 22
Words: 5/8,691

The Geneva Conventions

The Geneva Conventions is a set of agreements negotiated in the aftermath of World War II in 1949. Today, the Geneva Conventions consist of four treaties and three additional protocols. The treaties set standards for international law and for the humanitarian treatment of the victims and prisoners of war. One hundred and ninety four countries have ratified the treaties.

Comment [SG1]: Should we use numerals here?

Preamble

The undersigned Plenipotentiaries of the Governments represented at the Diplomatic Conference held at Geneva from April 21 to August 12, 1949, for the purpose of revising the Geneva Convention for the Relief of the Wounded and Sick in Armies in the Field of July 27, 1929, have agreed as follows:

Chapter I. General Provisions

Article 1. The High Contracting Parties undertake to respect and to ensure respect for the

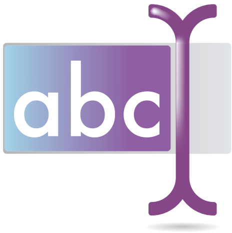
Start

1. Click where you want to insert a comment or select the text you want to refer to.
2. Click the **Review** tab.
3. Click **New Comment**.
4. Word inserts a comment balloon that includes your user initials.
5. Type in your comment text.

End

TIP

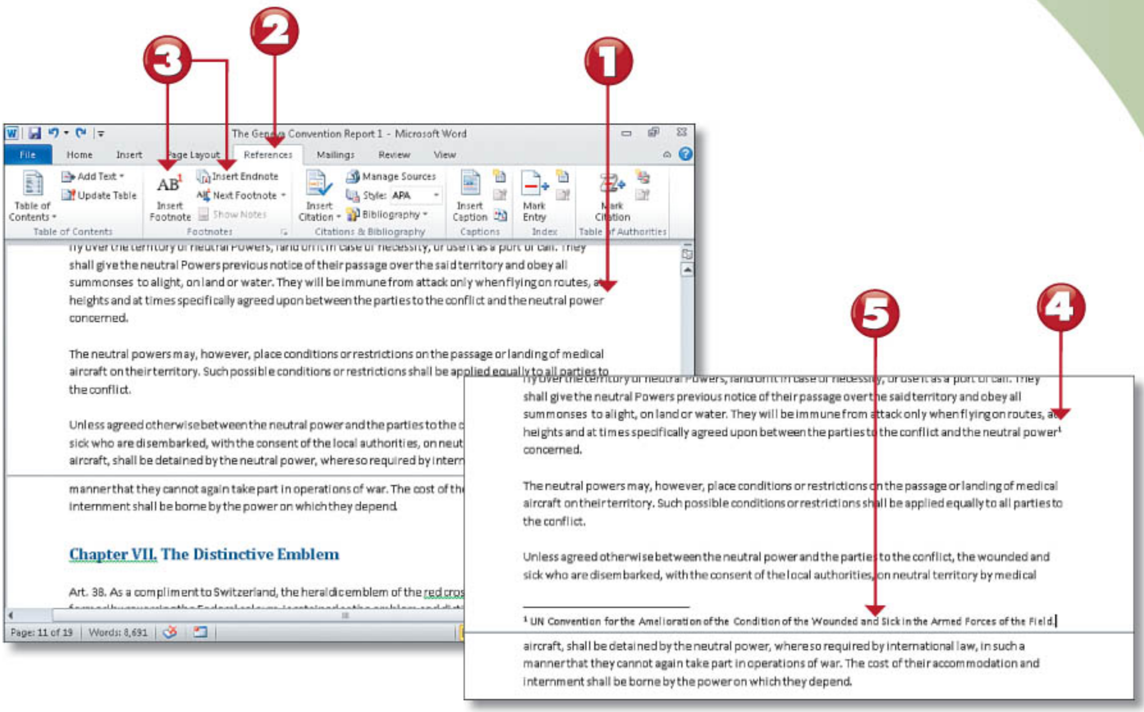
Remove It To remove a comment, click it and click **Delete Comment** on the Review tab. ■



INSERTING FOOTNOTES AND ENDNOTES

If you're working on a research paper or other document requiring resource citation, you can insert footnotes and endnotes. A footnote is an explanatory flagged note inserted at the bottom of a page to cite a source. Endnotes appear at the end of a section or document rather than at the bottom of a page.

Start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Insert Endnote
Next Footnote
Show Notes
Footnotes
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Style: APA
Bibliography
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Mark Entry
Index
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Table of Authorities
Page: 11 of 19
Words: 8,691

shall give the neutral Powers previous notice of their passage over the said territory and obey all summonses to alight, on land or water. They will be immune from attack only when flying on routes, at heights and at times specifically agreed upon between the parties to the conflict and the neutral power concerned.

The neutral powers may, however, place conditions or restrictions on the passage or landing of medical aircraft on their territory. Such possible conditions or restrictions shall be applied equally to all parties to the conflict.

Unless agreed otherwise between the neutral power and the parties to the c… sick who are disembarked, with the consent of the local authorities, on neut… aircraft, shall be detained by the neutral power, where so required by intern…

manner that they cannot again take part in operations of war. The cost of th… internment shall be borne by the power on which they depend.

Chapter VII. The Distinctive Emblem

Art. 38. As a compliment to Switzerland, the heraldic emblem of the red cros…

shall give the neutral Powers previous notice of their passage over the said territory and obey all summonses to alight, on land or water. They will be immune from attack only when flying on routes, at heights and at times specifically agreed upon between the parties to the conflict and the neutral power[1] concerned.

The neutral powers may, however, place conditions or restrictions on the passage or landing of medical aircraft on their territory. Such possible conditions or restrictions shall be applied equally to all parties to the conflict.

Unless agreed otherwise between the neutral power and the parties to the conflict, the wounded and sick who are disembarked, with the consent of the local authorities, on neutral territory by medical

[1] UN Convention for the Amelioration of the Condition of the Wounded and Sick in the Armed Forces of the Field.

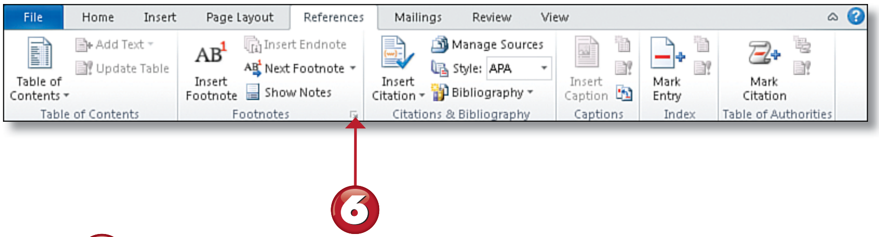
aircraft, shall be detained by the neutral power, where so required by international law, in such a manner that they cannot again take part in operations of war. The cost of their accommodation and internment shall be borne by the power on which they depend.

1. Click where you want to add the numeral or symbol indicating a footnote or endnote.
2. Click the **References** tab on the Ribbon.
3. Click **Insert Footnote** or **Insert Endnote**.
4. Word inserts a superscript numeral or symbol. This example shows a footnote added.
5. Type your footnote or endnote text.

Continued

TIP

Delete Notes You can delete a footnote or endnote, leaving the text in the document to which it refers intact. Start by selecting the superscript numeral or symbol flagging the note and press **Delete** on your keyboard. Word deletes the flag and the notation. ■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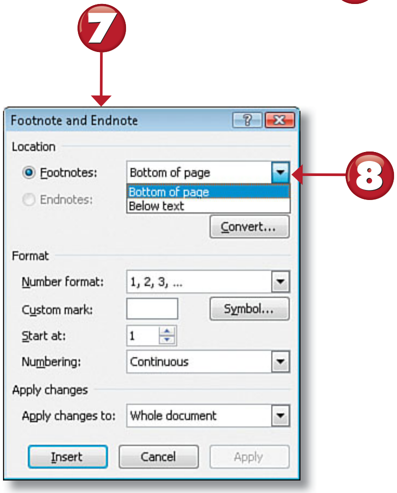
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Footnote and Endnote
Location
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Apply changes
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Footnotes: Bottom of page
Endnotes:
Number format: 1, 2, 3, ...
Custom mark:
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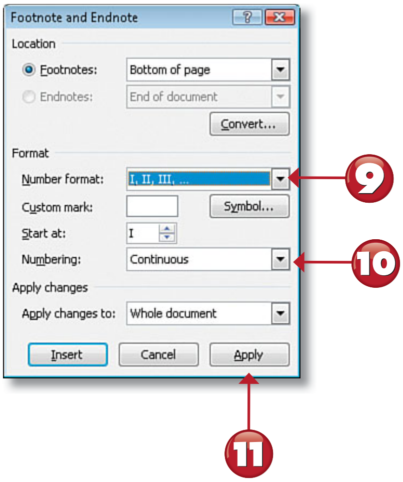
Numbering: Continuous
Apply changes to: Whole document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Footnotes: Bottom of page
Endnotes: End of document
Number format: I, II, III, ...
Custom mark:
Start at: I
Numbering: Continuous
Apply changes to: Whole document

6. To edit footnote or endnote placement and settings, click the **Footnote and Endnote** icon in the corner of the Footnotes group of tools on the Ribbon.

7. The Footnote and Endnote dialog box opens.

8. To control where on the page the footnote or endnote should appear, click here and make a selection.

9. To change the number format, click here and select a format.

10. To control numbering, click here and choose whether the numbering should be continuous, restart at the beginning of each section, or restart at the beginning of each page.

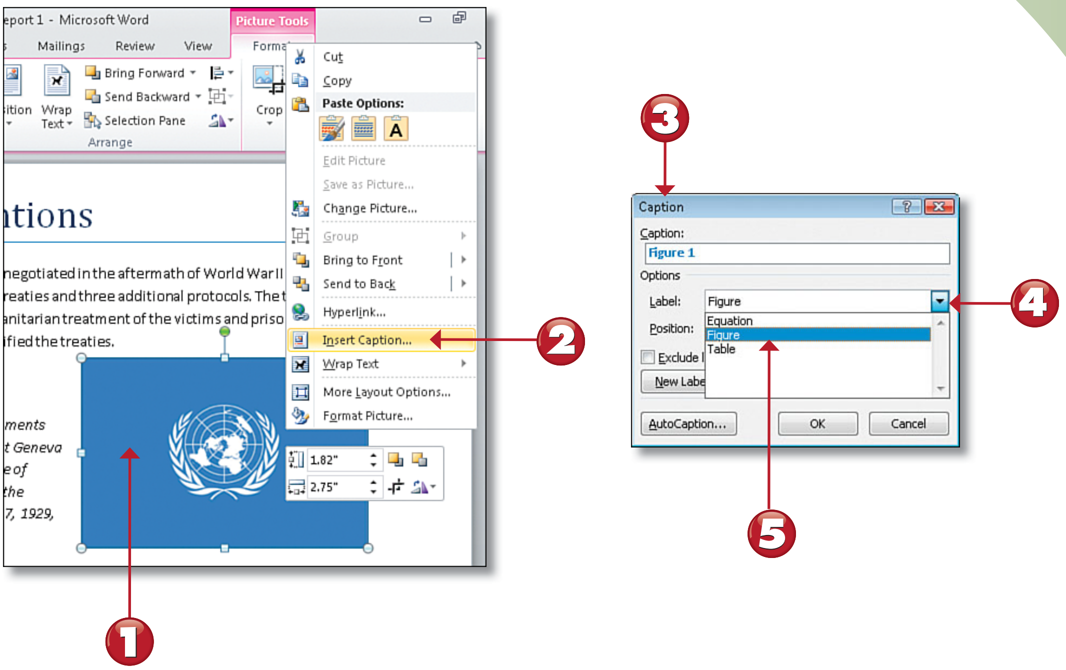
11. Click **Apply** to apply the changes.

End

INSERTING CAPTIONS

You can add captions to pictures, charts, text boxes, and other graphic objects you place in a document. Word's captioning feature includes preset captions to use, such as Figure, Equation, or Table. Word also handles the caption numbering for you, such as Figure 1, Figure 2, and so forth.

Start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Caption: Figure 1

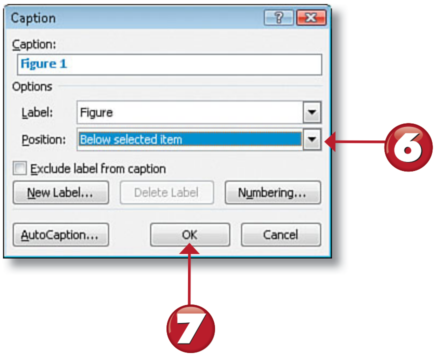
Label: Figure

1. Right-click the picture or other object to which you want to add a caption.
2. Click **Insert Caption**.
3. The Caption dialog box opens.
4. Click the **Label** drop-down arrow.
5. Click a caption label.

Continued

TIP

New Labels You can create a new label to add it to the Caption dialog box. To create a new label, click the **New Label** button and fill out label text. To leave off the label and keep the number only, click the **Exclude label from caption** check box. ■



Caption

Caption: Figure 1

Options

Label: Figure

Position: Below selected item

☐ Exclude label from caption

New Label...
Delete Label
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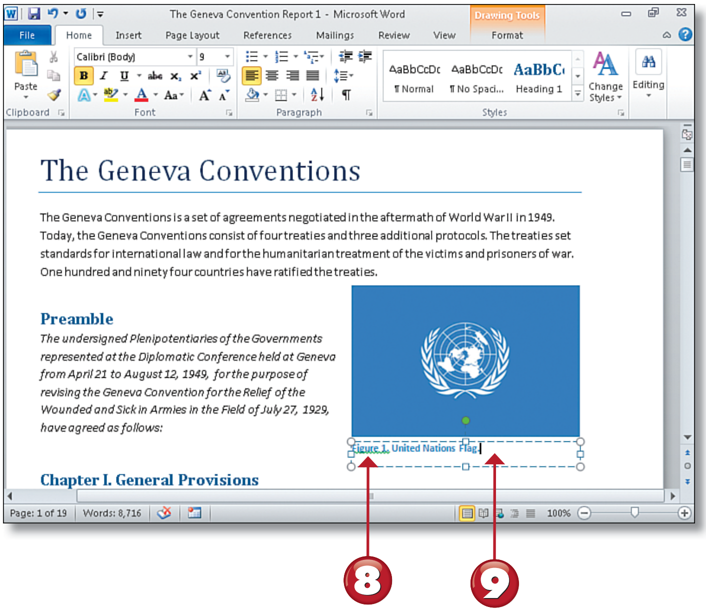

The Geneva Convention Report 1 - Microsoft Word

Drawing Tools
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The Geneva Conventions

The Geneva Conventions is a set of agreements negotiated in the aftermath of World War II in 1949. Today, the Geneva Conventions consist of four treaties and three additional protocols. The treaties set standards for international law and for the humanitarian treatment of the victims and prisoners of war. One hundred and ninety four countries have ratified the treaties.

Preamble

The undersigned Plenipotentiaries of the Governments represented at the Diplomatic Conference held at Geneva from April 21 to August 12, 1949, for the purpose of revising the Geneva Convention for the Relief of the Wounded and Sick in Armies in the Field of July 27, 1929, have agreed as follows:

Figure 1. United Nations Flag.

Chapter I. General Provisions

6. If you want to change the position of the caption, click here and choose another position.

7. Click **OK**.

8. Word inserts the caption.

9. Type in any additional text you want the caption to include.

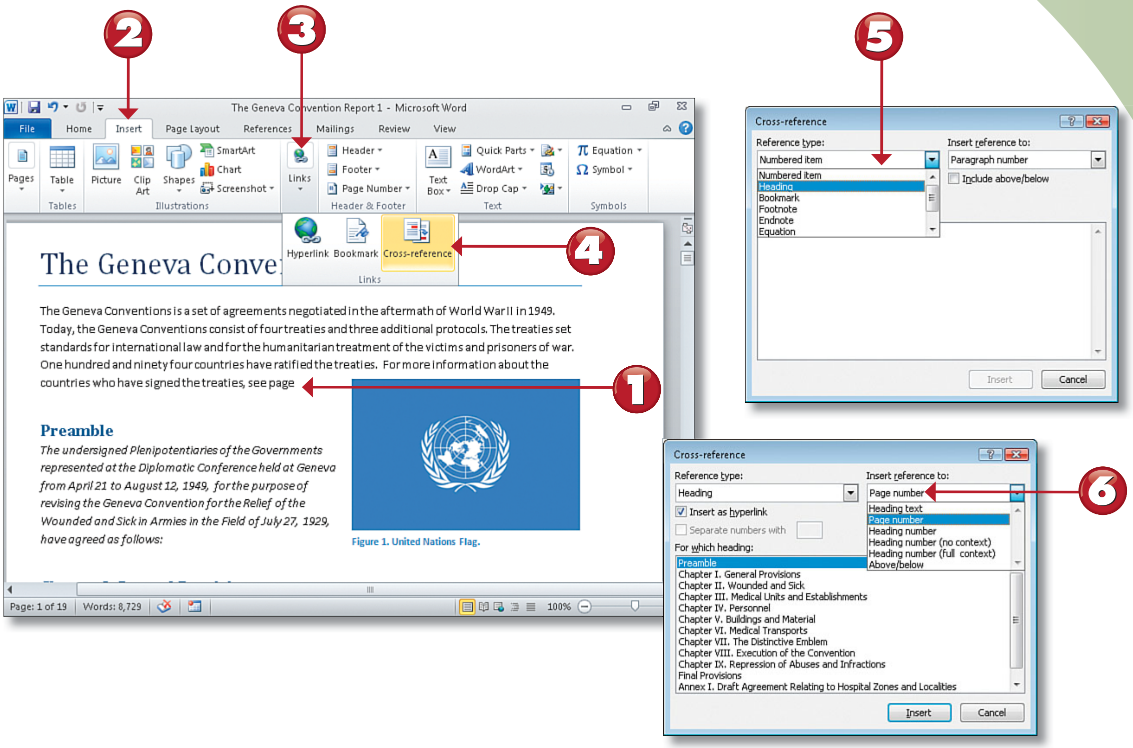
End

TIP

Or Use Text Boxes You can also use Word's text boxes to add captions to graphic objects. This is handy if you only want text captions without all the figure numbering. To add a text box, click the **Insert** tab on the Ribbon and click the **Text Box** button. Click and drag where you want to insert a text box, and then type in the text you want to use as your caption. ■

INSERTING CROSS-REFERENCES

You can use cross-references in your documents to refer the reader to another section of the document or refer them to additional information. You can insert cross-references to refer readers to existing text that is styled as a heading, to footnotes or endnotes, to captions and bookmarks, and even to numbered paragraphs.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WordArt
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Words: 8,729
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The Geneva Conve

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Figure 1. United Nations Flag.

Cross-reference

Reference type: Numbered item

Insert reference to: Paragraph number

☐ Include above/below

Cross-reference

Reference type: Heading

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☑ Insert as hyperlink

☐ Separate numbers with

For which heading:

Preamble
Chapter I. General Provisions
Chapter II. Wounded and Sick
Chapter III. Medical Units and Establishments
Chapter IV. Personnel
Chapter V. Buildings and Material
Chapter VI. Medical Transports
Chapter VII. The Distinctive Emblem
Chapter VIII. Execution of the Convention
Chapter IX. Repression of Abuses and Infractions
Final Provisions
Annex I. Draft Agreement Relating to Hospital Zones and Localities

Start

1. Type any text you want to precede the cross-reference—for example, **For more information, see page**.

2. Click the **Insert** tab on the Ribbon.

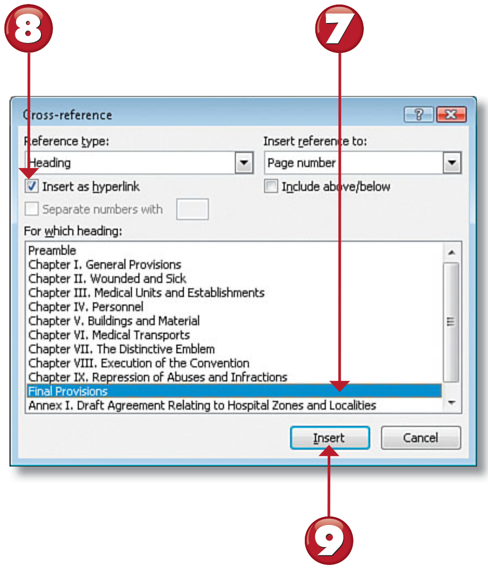
3. Click **Links**.

4. Click **Cross-reference** to open the Cross-reference dialog box.

5. Click the **Reference type** drop-down arrow and select the type of document element to which the cross-reference refers.

6. Click the **Insert reference to** drop-down arrow and select what type of information the cross-reference will contain.

Continued



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For which heading:

Preamble
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Chapter II. Wounded and Sick
Chapter III. Medical Units and Establishments
Chapter IV. Personnel
Chapter V. Buildings and Material
Chapter VI. Medical Transports
Chapter VII. The Distinctive Emblem
Chapter VIII. Execution of the Convention
Chapter IX. Repression of Abuses and Infractions
Final Provisions
Annex I. Draft Agreement Relating to Hospital Zones and Localities

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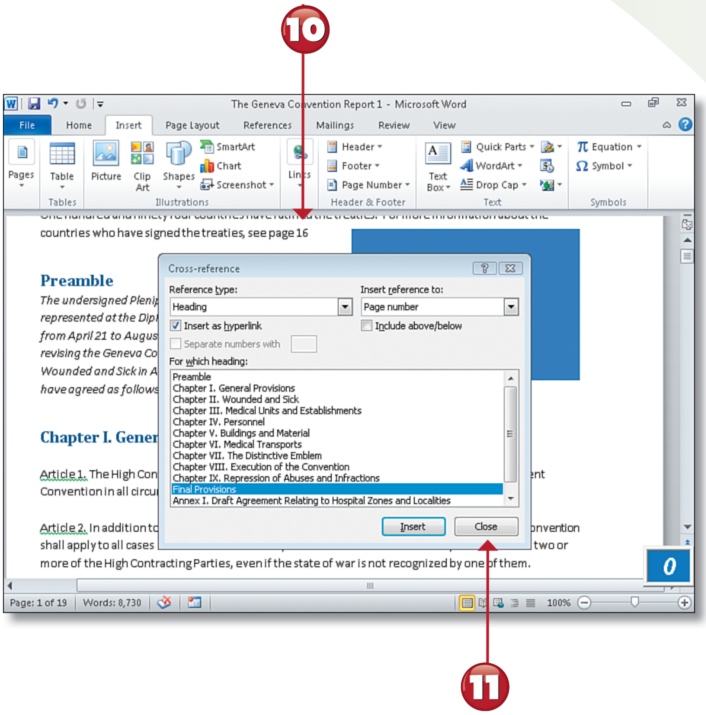
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countries who have signed the treaties, see page 16

Preamble

The undersigned Pleni
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have agreed as follows

Chapter I. Gener

Article 1. The High Con ... nt
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shall apply to all cases ... two or
more of the High Contracting Parties, even if the state of war is not recognized by one of them.

7 Select the specific item to which the cross-reference should refer.

8 Leave the **Insert as hyperlink** check box selected if you want readers to be able to navigate directly to the cross-reference item.

9 Click **Insert**.

10 Word inserts the cross-reference into the document.

11 Click **Close**.

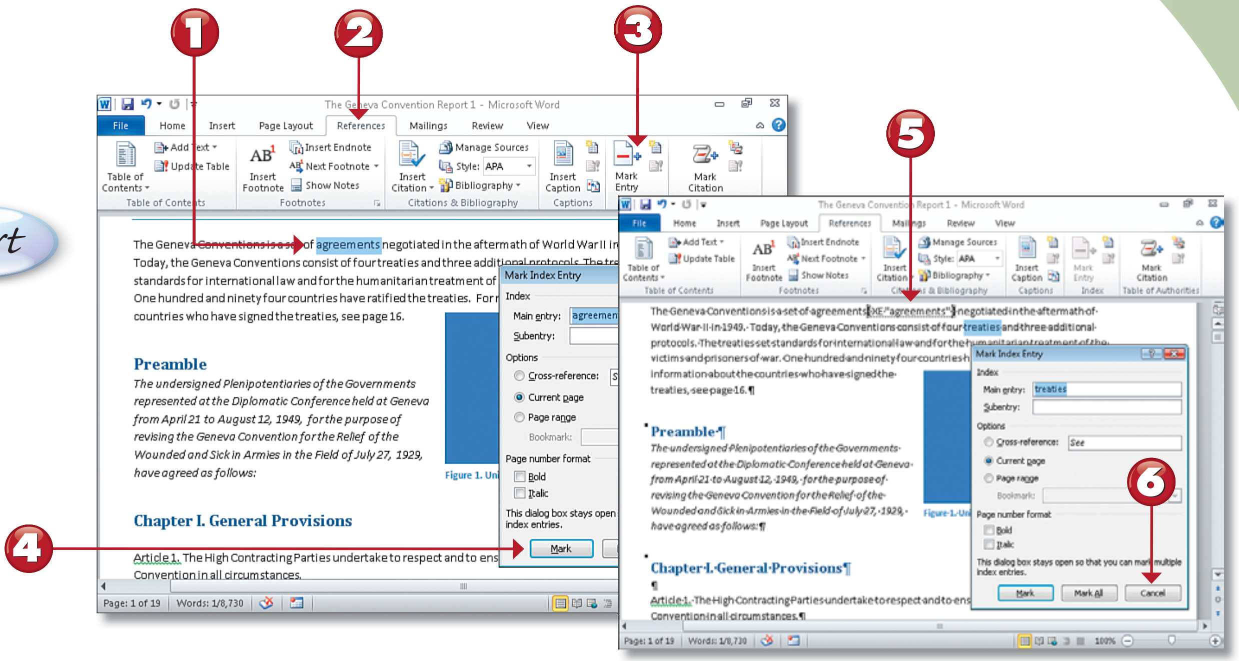
End

TIP

Delete It You can remove a cross reference you no longer need. Highlight it in the document, and then press the **Delete** key. The reference is immediately deleted.

ADDING AN INDEX

You can create an index that contains all the marked text you want to include from your document. The process starts by marking your index words using a special XE field. Once you've marked all the index words you want to include, you can turn them into an index that Word automatically updates for you. Word's indexing feature allows you to customize your index to include leader characters and preset index designs.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Page: 1 of 19
Words: 1/8,730
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The Geneva Conventions is a set of agreements { XE "agreements" } negotiated in the aftermath of World War II in 1949. Today, the Geneva Conventions consist of four treaties and three additional protocols. The treaties set standards for international law and for the humanitarian treatment of the victims and prisoners of war. One hundred and ninety four countries have ratified the treaties. For information about the countries who have signed the treaties, see page 16.

Preamble

The undersigned Plenipotentiaries of the Governments represented at the Diplomatic Conference held at Geneva from April 21 to August 12, 1949, for the purpose of revising the Geneva Convention for the Relief of the Wounded and Sick in Armies in the Field of July 27, 1929, have agreed as follows:

Chapter I. General Provisions

Article 1. The High Contracting Parties undertake to respect and to ens… Convention in all circumstances.

Main entry: treaties

Cross-reference: See

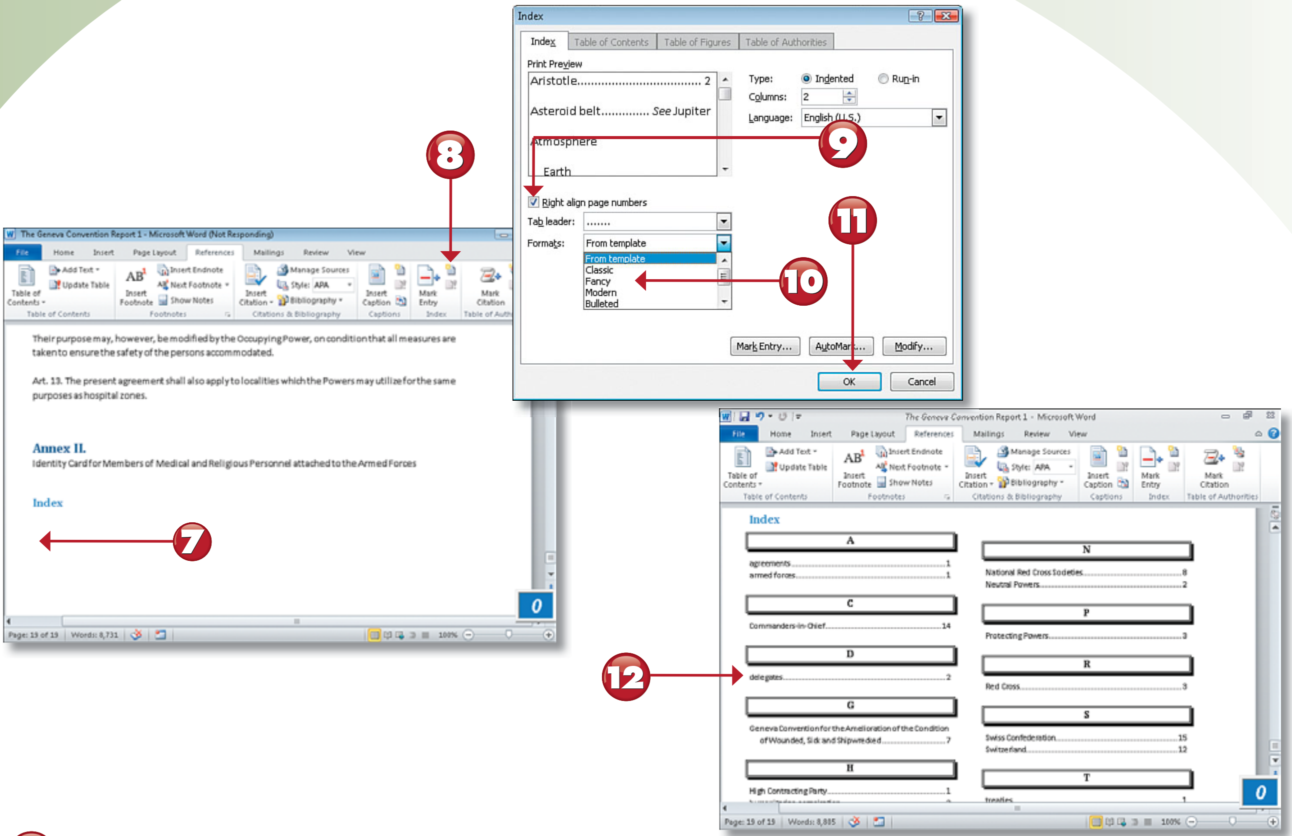
● Current page

This dialog box stays open so that you can mark multiple index entries.

Start

1. Select text you want to mark for indexing.
2. Click the **References** tab.
3. Click **Mark Entry** to open the Mark Index Entry dialog box.
4. Click **Mark** to create an entry for the word or phrase on this page only, or click **Mark All** to create entries for all occurrences in the document.
5. Word adds a special XE indexing field to your document and turns on paragraph marks. You can continue adding more indexing markers as needed.
6. When finished marking your document for indexing, click **Cancel**.

Continued



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The Geneva Convention Report 1 - Microsoft Word
Page: 19 of 19
Words: 8,731
Page: 19 of 19
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Their purpose may, however, be modified by the Occupying Power, on condition that all measures are taken to ensure the safety of the persons accommodated.

Art. 13. The present agreement shall also apply to localities which the Powers may utilize for the same purposes as hospital zones.

Annex II.

Identity Card for Members of Medical and Religious Personnel attached to the Armed Forces

Index

Aristotle.................................... 2

Asteroid belt............. See Jupiter

Atmosphere

Earth

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Language: English (U.S.)

☑ Right align page numbers

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Index

A

agreements.......................................1
armed forces.......................................1

C

Commanders-in-Chief.......................................14

D

delegates.......................................2

G

Geneva Convention for the Amelioration of the Condition of Wounded, Sick and Shipwrecked.......................................7

H

High Contracting Party.......................................1

N

National Red Cross Societies.......................................8
Neutral Powers.......................................2

P

Protecting Powers.......................................3

R

Red Cross.......................................3

S

Swiss Confederation.......................................15
Switzerland.......................................12

T

treaties.......................................1

7 Click where you want to insert the index.

8 Click **Insert Index** on the References tab to open the Index dialog box.

9 Click **Right-align page numbers**.

10 Click here and select an index design.

11 Click **OK**.

12 Word generates an index.

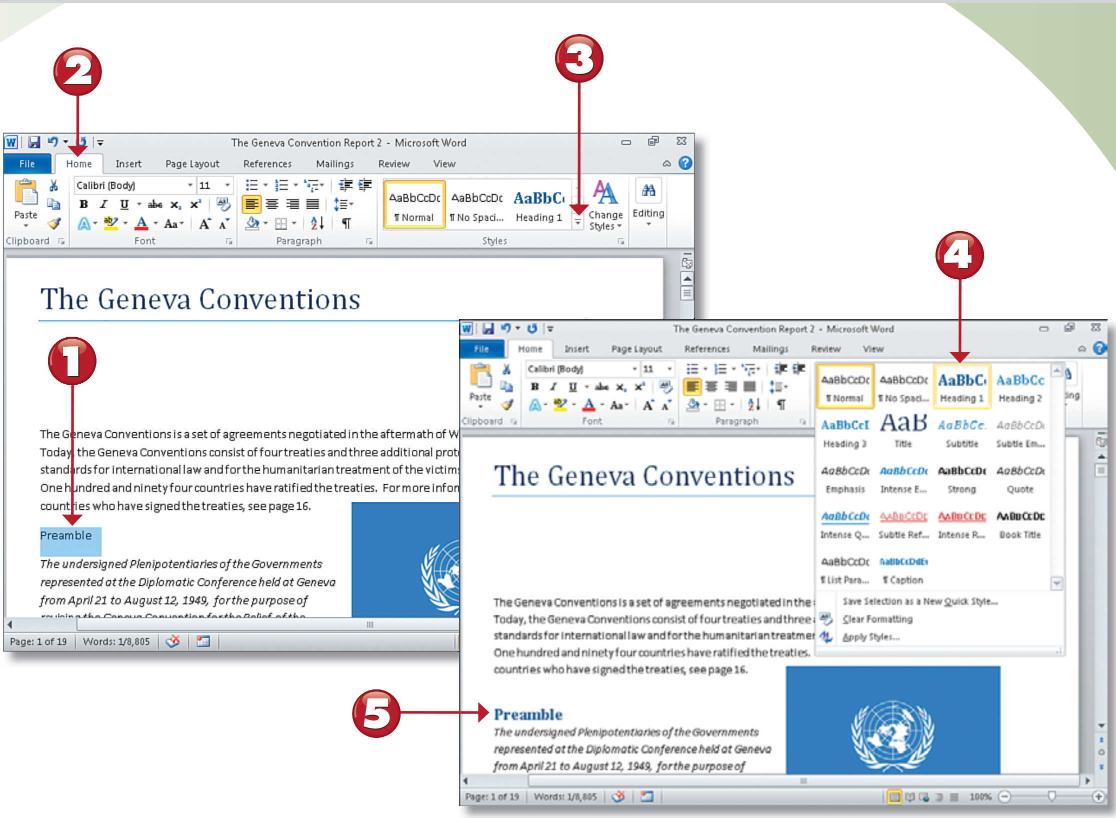
End

TIP

Remove Indexing Fields You can delete an index entry in your document by selecting the entire XE field, including the braces ({}) that surround it, and pressing the **Delete** key on your keyboard. Then click the **Update Index** button on the References tab.

ADDING A TABLE OF CONTENTS

You can instruct Word to generate a table of contents for your document. If your document uses the predefined heading styles, Word can quickly create a TOC based on the headings, and add page numbers for each.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AaBbCcDc Emphasis
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Page: 1 of 19
Words: 1/8,805
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The Geneva Conventions

The Geneva Conventions is a set of agreements negotiated in the aftermath of W
Today, the Geneva Conventions consist of four treaties and three additional prot
standards for international law and for the humanitarian treatment of the victim
One hundred and ninety four countries have ratified the treaties. For more infor
countries who have signed the treaties, see page 16.

Preamble

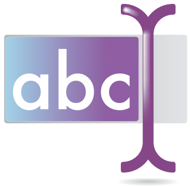
The undersigned Plenipotentiaries of the Governments
represented at the Diplomatic Conference held at Geneva
from April 21 to August 12, 1949, for the purpose of

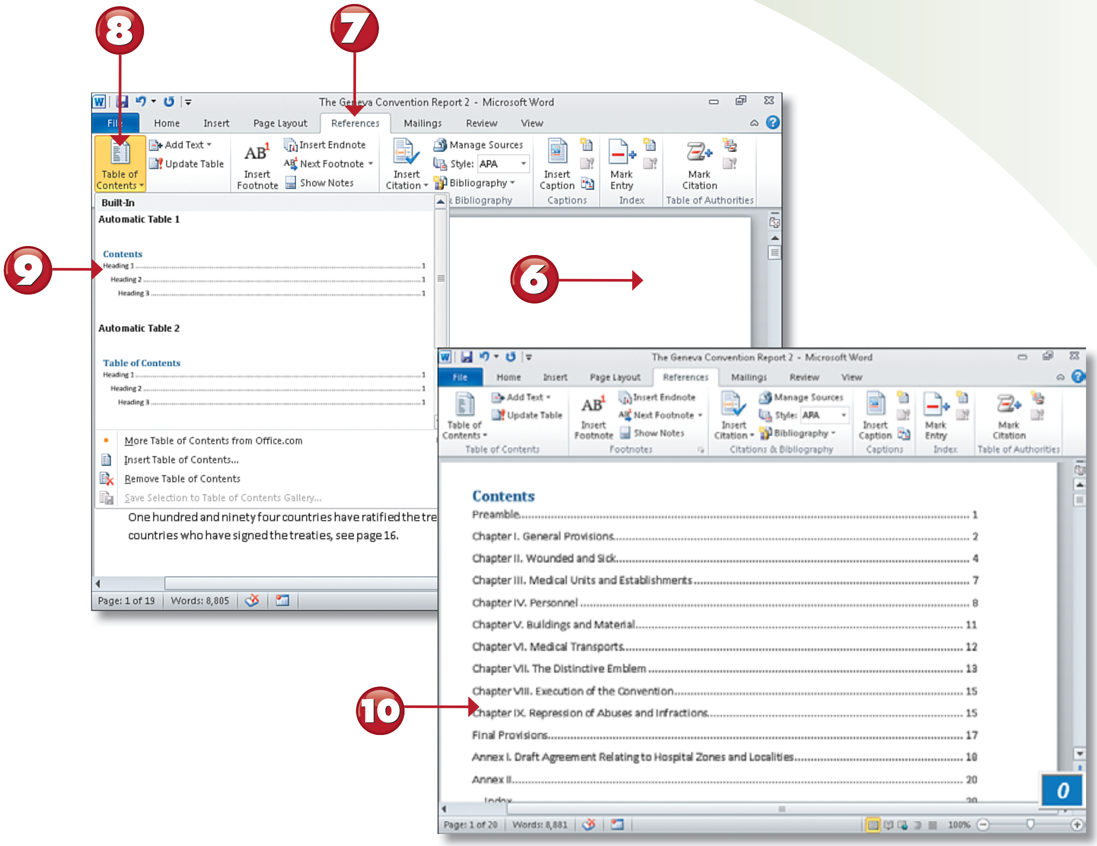
1. Select text in your document that you want to turn into a heading.
2. Click the **Home** tab.
3. Click the **More** button to open the Quick Style gallery.
4. Click a style.
5. Continue assigning styles throughout the document to include in your TOC.

Continued

TIP

Remove It To delete a TOC, click **Table of Contents** in the References tab's Table of Contents group and click **Remove Table of Contents.** ■





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Contents
Heading 1 1
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Heading 3 1

Table of Contents
Heading 1 1
Heading 2 1
Heading 3 1

One hundred and ninety four countries have ratified the tre
countries who have signed the treaties, see page 16.

Contents
Preamble........ 1
Chapter I. General Provisions........ 2
Chapter II. Wounded and Sick........ 4
Chapter III. Medical Units and Establishments........ 7
Chapter IV. Personnel 8
Chapter V. Buildings and Material........ 11
Chapter VI. Medical Transports........ 12
Chapter VII. The Distinctive Emblem 13
Chapter VIII. Execution of the Convention........ 15
Chapter IX. Repression of Abuses and Infractions........ 15
Final Provisions........ 17
Annex I. Draft Agreement Relating to Hospital Zones and Localities........ 18
Annex II........ 20

6 Click where you want to insert a TOC.

7 Click the **References** tab.

8 Click **Table of Contents**.

9 Click a TOC style.

10 Word creates a table of contents.

End

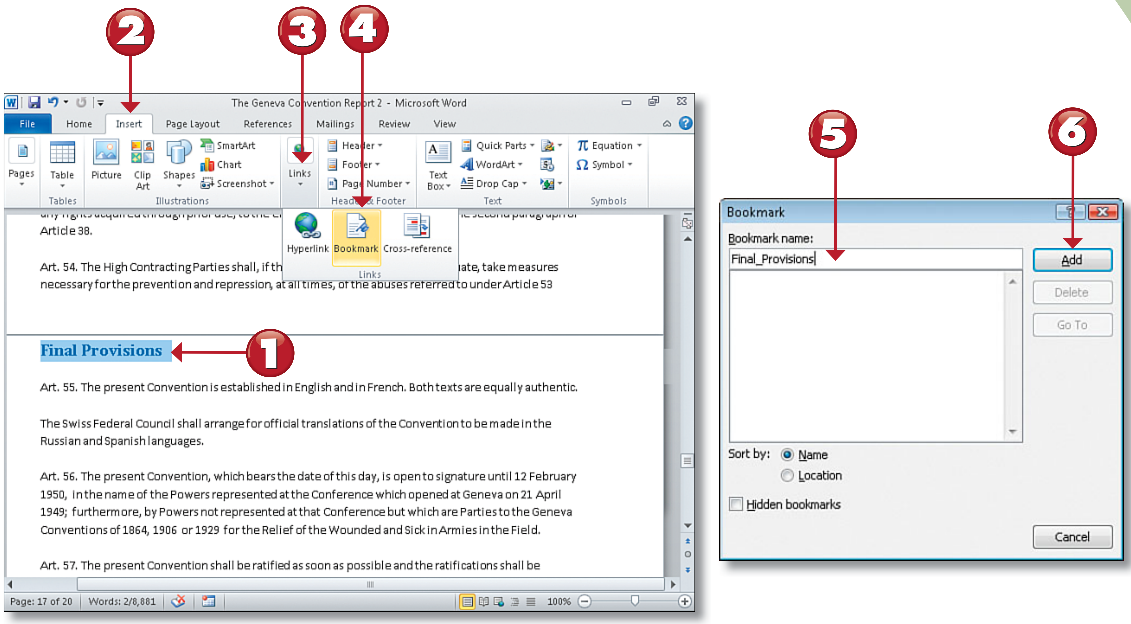
TIP

Update It If you make changes to your document's headings, you can update the table of contents to reflect the new text. On the References tab, click the **Update Table** button to open the Update Table of Contents dialog box where you can choose to update the entire table or just the page numbers. ■

ADDING BOOKMARKS

You can use bookmarks to navigate long documents. Digital bookmarks act a lot like actual bookmarks, allowing you to mark a location in a document for easy access later. When naming your bookmark, you must follow strict naming rules. Bookmark names must begin with a letter, and names can include numbers along with letter characters. However, no spaces are allowed in the bookmark name. If you do need to create a space, use an underscore character instead, such as Chapter_2.

Start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Article 38.

Art. 54. The High Contracting Parties shall, if th… …iate, take measures necessary for the prevention and repression, at all times, of the abuses referred to under Article 53

Final Provisions

Art. 55. The present Convention is established in English and in French. Both texts are equally authentic.

The Swiss Federal Council shall arrange for official translations of the Convention to be made in the Russian and Spanish languages.

Art. 56. The present Convention, which bears the date of this day, is open to signature until 12 February 1950, in the name of the Powers represented at the Conference which opened at Geneva on 21 April 1949; furthermore, by Powers not represented at that Conference but which are Parties to the Geneva Conventions of 1864, 1906 or 1929 for the Relief of the Wounded and Sick in Armies in the Field.

Art. 57. The present Convention shall be ratified as soon as possible and the ratifications shall be

Bookmark name: Final_Provisions

Sort by: ● Name ○ Location

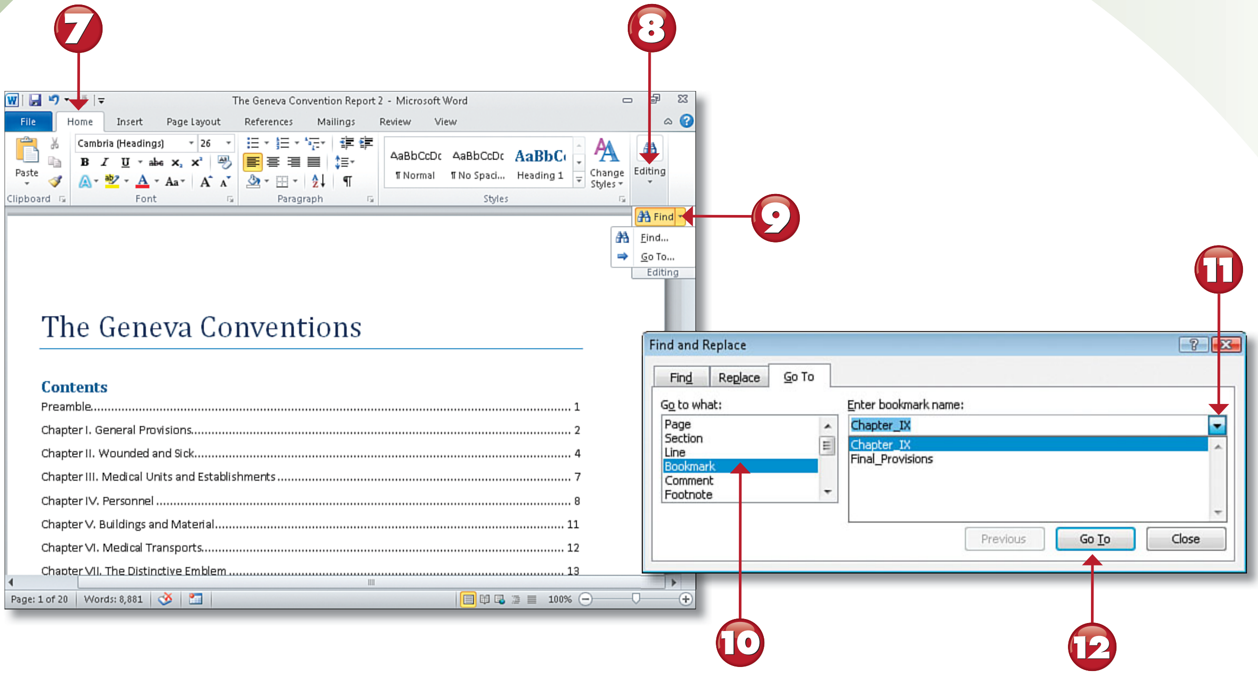
☐ Hidden bookmarks

1. Select the text you want to turn into a bookmark.
2. Click the **Insert** tab on the Ribbon.
3. Click **Links**.
4. Click **Bookmark** to open the Bookmark dialog box.
5. Type a name for the new bookmark.
6. Click **Add**.

Continued

TIP

Quick Find You can also press **F5** or **Ctrl+G** to open the Find and Replace dialog box to the Go To tab.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The Geneva Conventions

Contents

Preamble 1
Chapter I. General Provisions 2
Chapter II. Wounded and Sick 4
Chapter III. Medical Units and Establishments 7
Chapter IV. Personnel 8
Chapter V. Buildings and Material 11
Chapter VI. Medical Transports 12
Chapter VII. The Distinctive Emblem 13

Go to what: Bookmark

Enter bookmark name: Chapter_IX

7 To navigate to a bookmark, click the **Home** tab.

8 Click the **Editing** button.

9 Click the **Find** button's drop-down arrow and click **Go To** to open the Find and Replace dialog box.

10 Click **Bookmark**.

11 Click the drop-down arrow and select the bookmark you want to navigate to.

12 Click **Go To** and Word displays the specified location in the document.

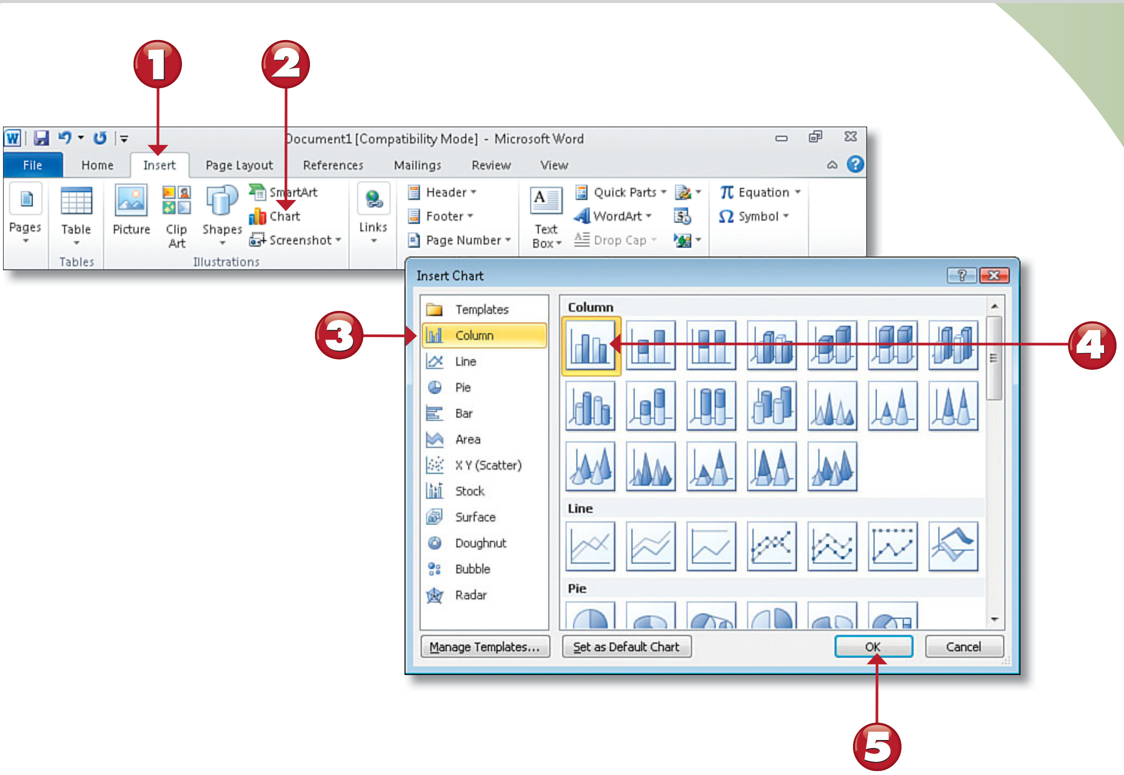
End

TIP

Delete It To remove a bookmark, open the Bookmark dialog box, select the bookmark name from the list box, and click **Delete**. ■

SUMMARIZING DATA WITH A CHART

If you ever need to utilize some spreadsheet data, you can do so without ever leaving your Word document. If you have Excel 2010 installed, you can borrow its tools and features to create a datasheet of facts and figures and turn it into a chart to display in your Word document.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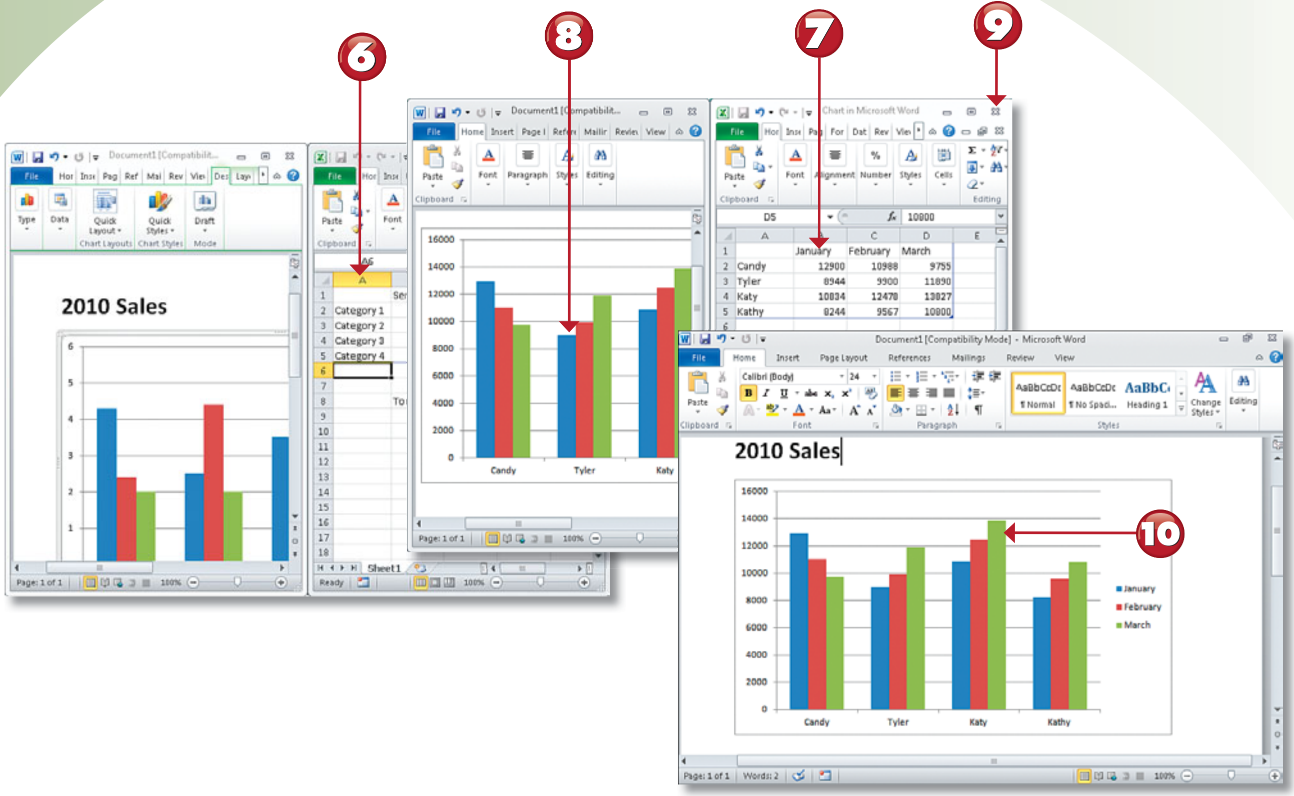
Start

1. Click the **Insert** tab.
2. Click **Chart** to open the Insert Chart dialog box.
3. Click a chart type you want to make.
4. Click the chart.
5. Click **OK**.

Continued

TIP

Edit Your Chart You can reopen the datasheet you used to create the chart in Excel and edit the cell data. Any changes you make are immediately reflected in the Word document's chart. Just click the Design tab in Word's Ribbon and then click the Edit Data button. This reopens the Excel program window again and you can make changes to the chart data.



	January	February	March
Candy	12900	10988	9755
Tyler	8944	9900	11890
Katy	10834	12478	13027
Kathy	8244	9567	10800

6. The Excel 2010 program window opens to a placeholder datasheet and shares onscreen space with your Word document, showing a placeholder chart.
7. Enter the data you want to chart using the worksheet cells.
8. Word updates the chart in the document as soon as you start entering data in the datasheet.
9. When done typing in your chart data, click **Close** to exit the Excel window.
10. You can now move and resize your chart on the document page, as needed.

End

TIP

No Excel? Don't worry—if you don't have Excel installed, the Microsoft Graph feature opens instead and you can create a chart using it. ■

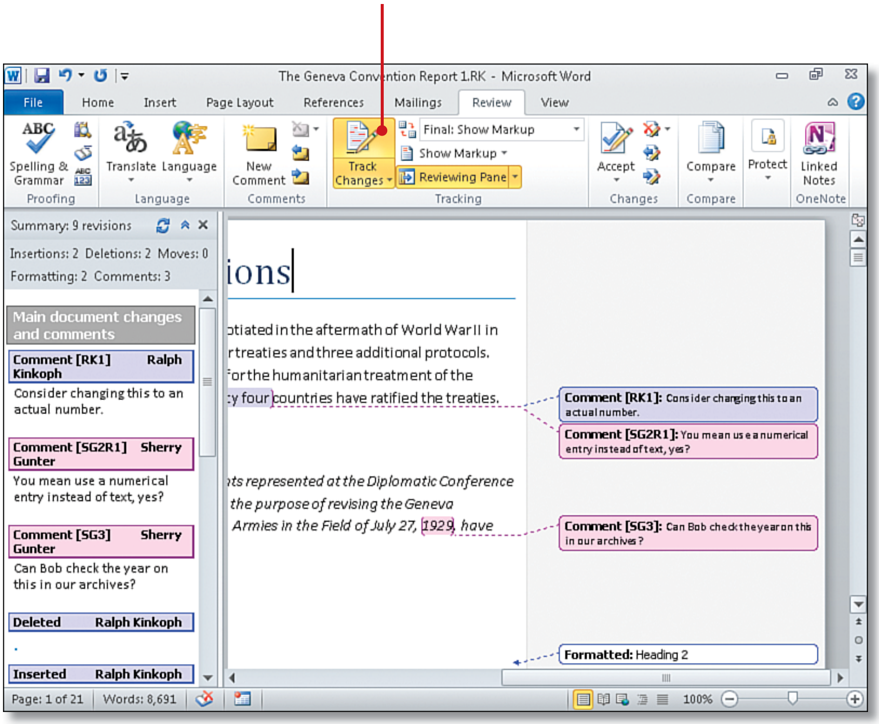
Chapter 9

REVIEWING DOCUMENTS

Proofreading your documents is always an important step in any situation, especially when you're sharing the documents with others. Since we're not all trained editors, Word offers some handy tools to help us check over our documents for errors and tools to help us locate text and look out for hidden data. You may have already noticed Word's AutoCorrect feature kicking in whenever you misspell a common word, such as *teh* instead of *the*. AutoCorrect is turned on by default, but you can add more misspellings to its list for words you personally struggle to spell correctly.

Speaking of spelling, Word also automatically checks your document's spelling and grammar as you type. You can turn this feature off and choose to activate it only when you have a final document ready to proof. If you need to quickly replace a word with another word throughout your document, you can employ Word's Find and Replace tools. You can also check over your document for hidden personal data and remove it before sending the document off. Lastly, you can use Word's Track Changes feature to review changes from multiple authors to a single document.

You can use Word's Track Changes feature to keep track of multiple users' edits to a document.



The Geneva Convention Report 1.RK - Microsoft Word

Summary: 9 revisions

Insertions: 2 Deletions: 2 Moves: 0

Formatting: 2 Comments: 3

Main document changes and comments

Comment [RK1] Ralph Kinkoph
Consider changing this to an actual number.

Comment [SG2R1] Sherry Gunter
You mean use a numerical entry instead of text, yes?

Comment [SG3] Sherry Gunter
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the purpose of revising the Geneva
Armies in the Field of July 27, 1929, have

Comment [RK1]: Consider changing this to an actual number.

Comment [SG2R1]: You mean use a numerical entry instead of text, yes?

Comment [SG3]: Can Bob check the year on this in our archives?

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Compare
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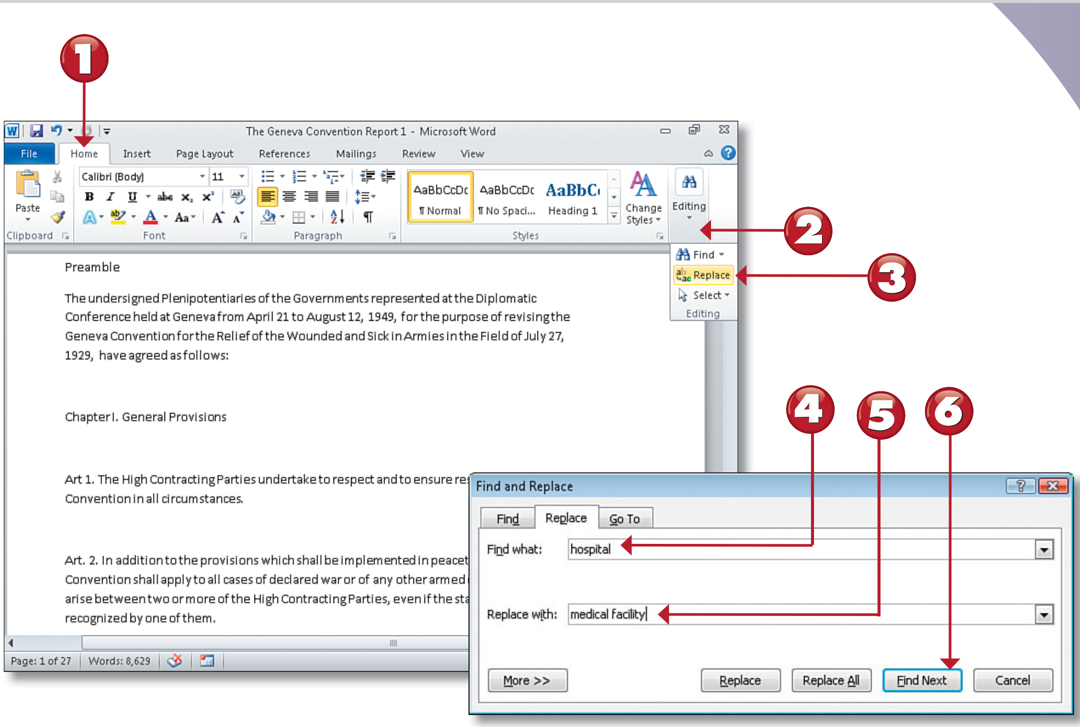
Protect
Linked Notes
OneNote

FINDING AND REPLACING TEXT

Sometimes you not only need to find text in a long document, but also replace it with something else. Word's Find and Replace tools take the tedium out of making the same change in several places. Whenever you find yourself about to change something by hand throughout your entire document, stop and see whether Word's Find and Replace feature could do the work for you.

Start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Preamble

The undersigned Plenipotentiaries of the Governments represented at the Diplomatic Conference held at Geneva from April 21 to August 12, 1949, for the purpose of revising the Geneva Convention for the Relief of the Wounded and Sick in Armies in the Field of July 27, 1929, have agreed as follows:

Chapter I. General Provisions

Art 1. The High Contracting Parties undertake to respect and to ensure res Convention in all circumstances.

Art. 2. In addition to the provisions which shall be implemented in peacet Convention shall apply to all cases of declared war or of any other armed arise between two or more of the High Contracting Parties, even if the sta recognized by one of them.

Find what: hospital

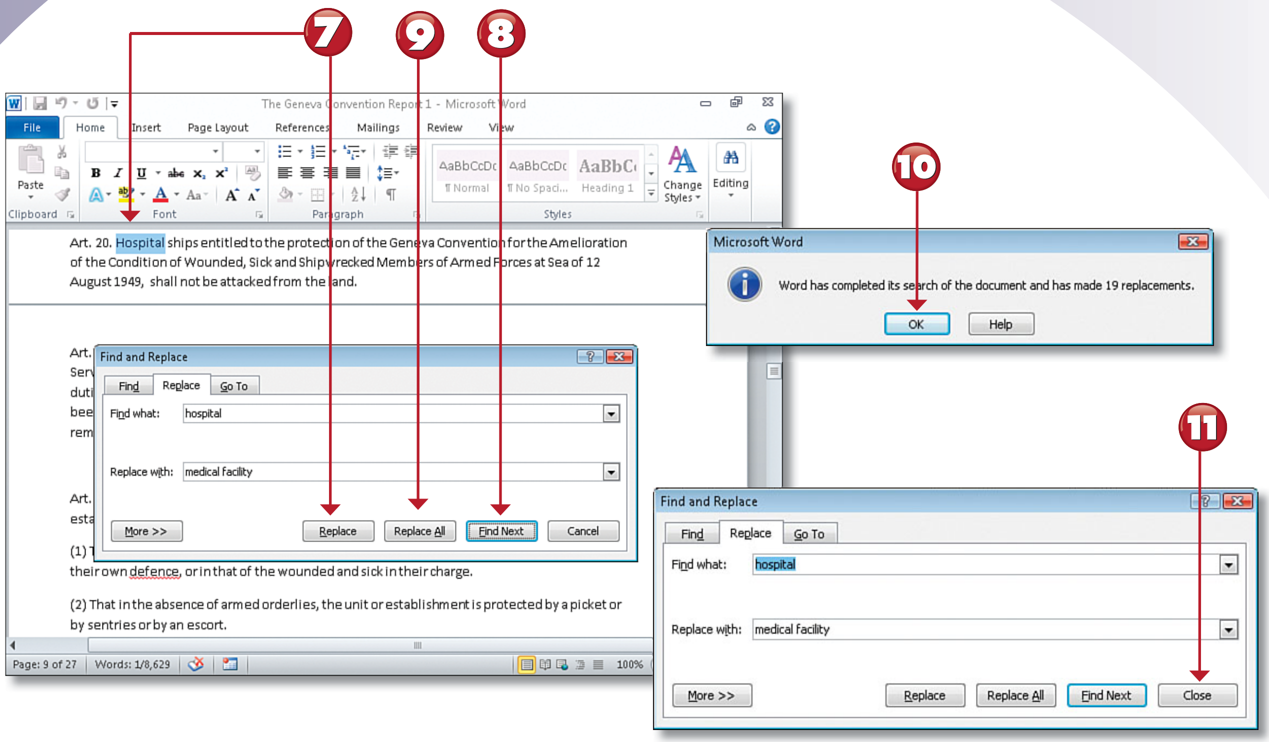
Replace with: medical facility

1. Click the **Home** tab on the Ribbon.
2. Click **Editing**.
3. Click **Replace** to open the Find and Replace dialog box.
4. In the **Replace** tab, click the **Find what** text box and type the word or phrase you want to search for in the document.
5. Click the **Replace with** text box and type the word or phrase you want to replace the text.
6. Click **Find Next**.

Continued

TIP

Where to Start? By default, Word starts the search wherever the cursor is currently located in the document. To start the search from the very top, click at the top of the document. ■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Microsoft Word
OK
Help
Page: 9 of 27
Words: 1/8,629
100%

Art. 20. Hospital ships entitled to the protection of the Geneva Convention for the Amelioration of the Condition of Wounded, Sick and Shipwrecked Members of Armed Forces at Sea of 12 August 1949, shall not be attacked from the land.

their own defence, or in that of the wounded and sick in their charge.

(2) That in the absence of armed orderlies, the unit or establishment is protected by a picket or by sentries or by an escort.

Find what: hospital

Replace with: medical facility

Word has completed its search of the document and has made 19 replacements.

7 Word highlights the first occurrence of the text. To replace it, click the **Replace** button.

8 To look for more instances of the text, click **Find Next** again.

9 To replace all the occurrences with the new text, click **Replace All**.

10 When you finish searching and replacing, a prompt box appears; click **OK**.

11 Click **Close** to close the dialog box.

End

TIP

Find Only If you just want to find a word without replacing it, click the **Editing** button and click **Find** to open the Navigation Pane to the Search tab. Type in what you want to locate and press **Enter** to search for the text. ■

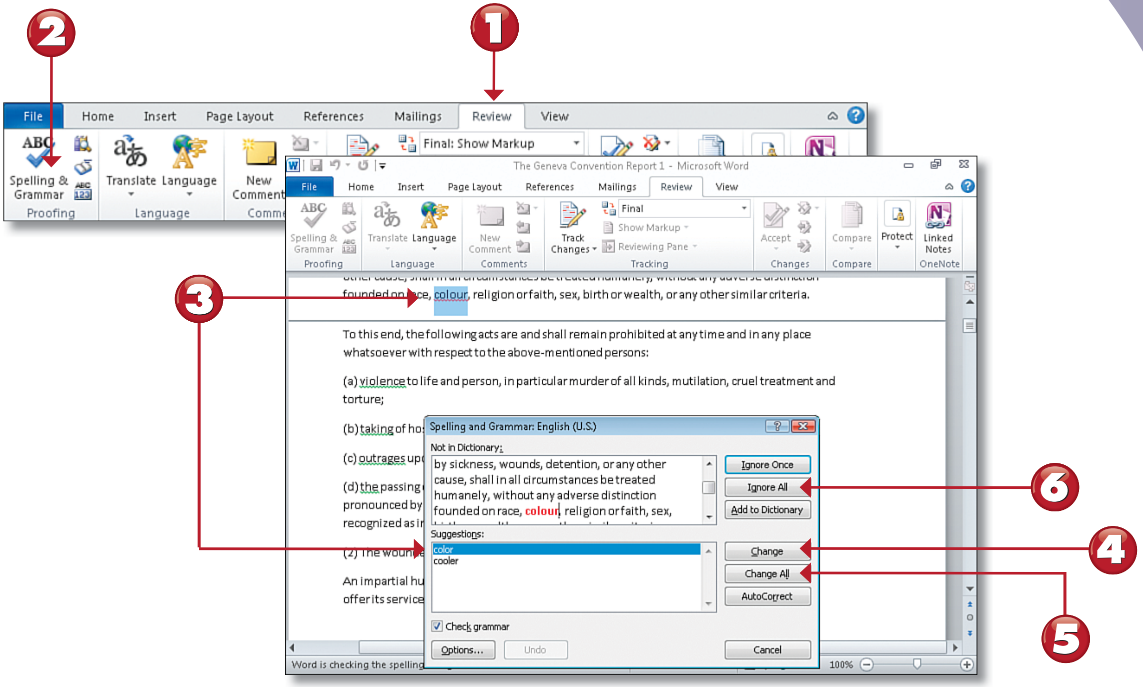
TIP

More Options To be more specific about what text you are looking for, click the **More** button at the bottom of the Find and Replace dialog box to reveal a variety of options to narrow the search. ■

CHECKING SPELLING AND GRAMMAR

You can use Word's Spelling and Grammar Checker to help you correct proofreading issues in your document. By default, the Spell Checker is turned on when you start Word, underlining any problems it encounters with a red, wavy line. If the Grammar Checker is on, grammar issues are identified with green, wavy lines. You can also choose to run the Spell Checker anytime you need to review the document. The feature takes you through each problem, one at a time, until the check is complete.

Start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Ignore All
Add to Dictionary
Change
Change All
AutoCorrect
☑ Check grammar
Options...
Undo
Cancel
Word is checking the spelling
100%

founded on race, colour, religion or faith, sex, birth or wealth, or any other similar criteria.

To this end, the following acts are and shall remain prohibited at any time and in any place whatsoever with respect to the above-mentioned persons:

(a) violence to life and person, in particular murder of all kinds, mutilation, cruel treatment and torture;

by sickness, wounds, detention, or any other cause, shall in all circumstances be treated humanely, without any adverse distinction founded on race, colour, religion or faith, sex,

1. Click the **Review** tab on the Ribbon.

2. Click **Spelling & Grammar** located in the Proofing tools.

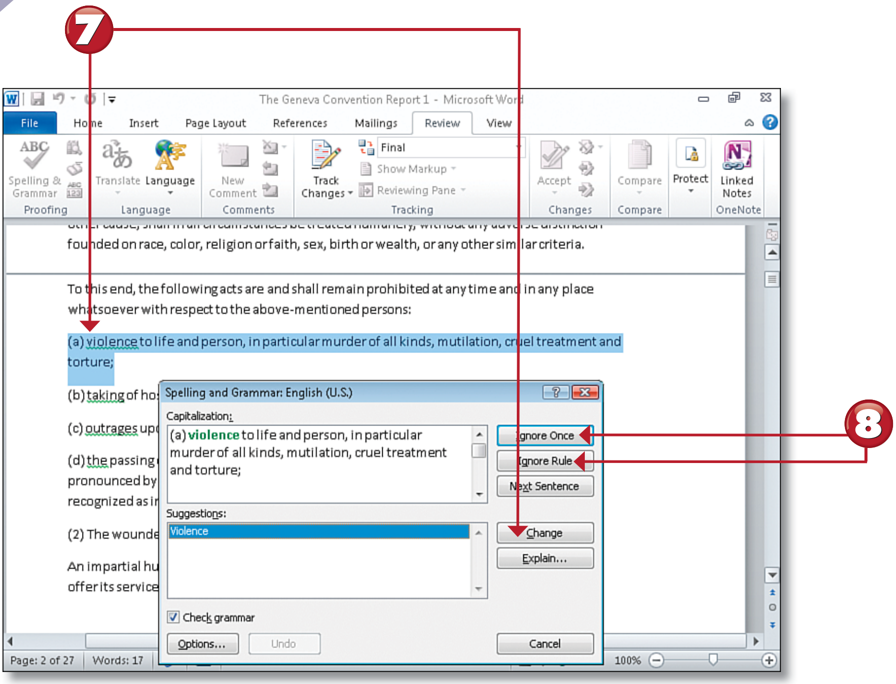
3. Word displays the Spelling and Grammar dialog box and highlights the first misspelling or grammar error in the document, along with correction suggestions; click the suggestion you want to apply.

4. Click **Change** to change the spelling.

5. To change all occurrences of the same word, click **Change All**.

6. If the misspelling is a proper name or is spelled correctly, click **Ignore Once** or **Ignore All**.

Continued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Spelling and Grammar: English (U.S.)
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Ignore Rule
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Options...
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Cancel
Page: 2 of 27
Words: 17
100%

founded on race, color, religion or faith, sex, birth or wealth, or any other similar criteria.

To this end, the following acts are and shall remain prohibited at any time and in any place whatsoever with respect to the above-mentioned persons:

(a) violence to life and person, in particular murder of all kinds, mutilation, cruel treatment and torture;

(b) taking of ho

(c) outrages up

(d) the passing
pronounced by
recognized as i

(2) The wounde

An impartial hu
offer its service

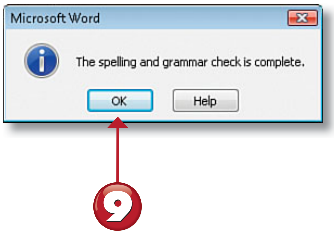
Capitalization:

(a) **violence** to life and person, in particular murder of all kinds, mutilation, cruel treatment and torture;

Suggestions:

Violence

☑ Check grammar


Microsoft Word
OK
Help
9

The spelling and grammar check is complete.

7 If the Check grammar check box is selected, grammar issues are checked along with spelling and any problems are highlighted and marked with green, wavy lines. Click **Change** to change the grammar error.

8 To ignore the grammar rule, click **Ignore Once** or **Ignore Rule**.

9 When the check is complete, click **OK**.

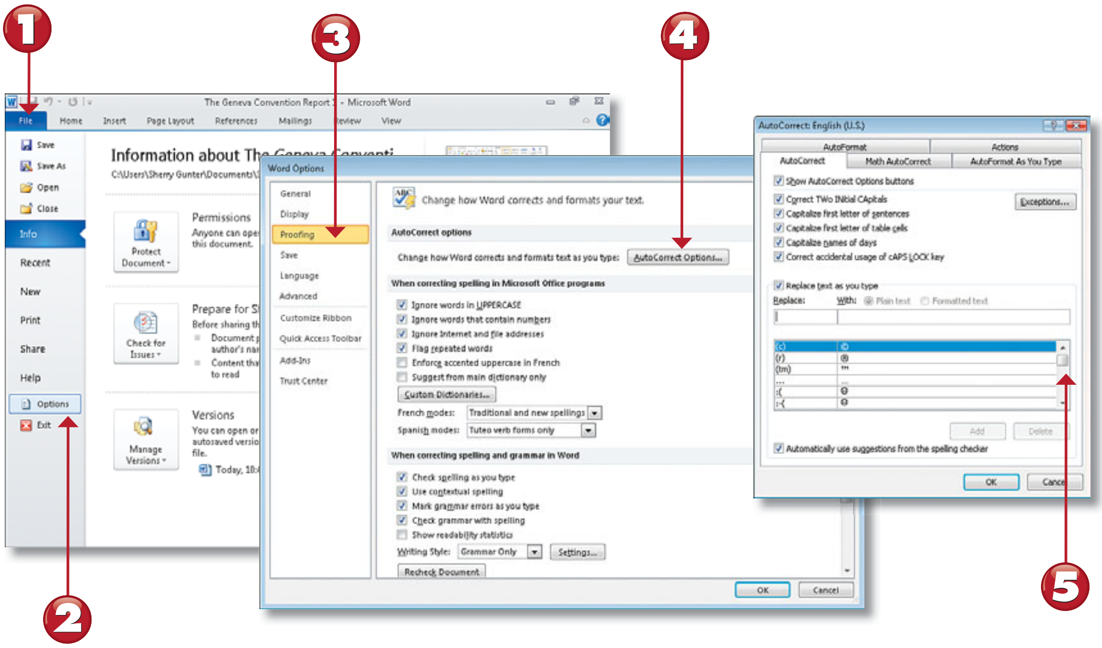
End

TIP

Turning It Off To turn off the Spell Checker, click the **File** tab and click **Options** to open the Word Options dialog box. Click **Proofing**, and then deselect the check box for the **Check spelling as you type** option. To turn off the Grammar Checker, deselect the **Check grammar with spelling** check box. You can also open the Word Options dialog box by clicking the **Options** button at the bottom of the Spelling and Grammar dialog box. ■

USING AUTOCORRECT

Word's AutoCorrect feature fixes spelling errors for you automatically as you type. The feature is turned on by default when you first open Word. AutoCorrect makes corrections based on suggestions from the Spell Checker. It also has its own list of many commonly misspelled words, and you can add your own favorite typos to the list. In addition, you can use AutoCorrect to automatically enter special symbols, long names, or phrases you have to type frequently.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The Geneva Convention Report 1 - Microsoft Word
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Check for Issues
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Manage Versions
Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
AutoCorrect Options...
Custom Dictionaries...
Settings...
Recheck Document
OK
Cancel
AutoCorrect: English (U.S.)
AutoFormat
Actions
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
Exceptions...
Add
Delete
OK
Cancel

Word Options – Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type:

When correcting spelling in Microsoft Office programs

- ☑ Ignore words in UPPERCASE
- ☑ Ignore words that contain numbers
- ☑ Ignore Internet and file addresses
- ☑ Flag repeated words
- ☐ Enforce accented uppercase in French
- ☐ Suggest from main dictionary only

French modes: Traditional and new spellings

Spanish modes: Tuteo verb forms only

When correcting spelling and grammar in Word

- ☑ Check spelling as you type
- ☑ Use contextual spelling
- ☑ Mark grammar errors as you type
- ☑ Check grammar with spelling
- ☐ Show readability statistics

Writing Style: Grammar Only

AutoCorrect: English (U.S.)

- ☑ Show AutoCorrect Options buttons
- ☑ Correct TWo INitial CApitals
- ☑ Capitalize first letter of sentences
- ☑ Capitalize first letter of table cells
- ☑ Capitalize names of days
- ☑ Correct accidental usage of cAPS LOCK key
- ☑ Replace text as you type

Replace: With: ● Plain text ○ Formatted text

Replace	With
(c)	©
(r)	®
(tm)	™
...	…
:(	☹
:-(	☹

- ☑ Automatically use suggestions from the spelling checker

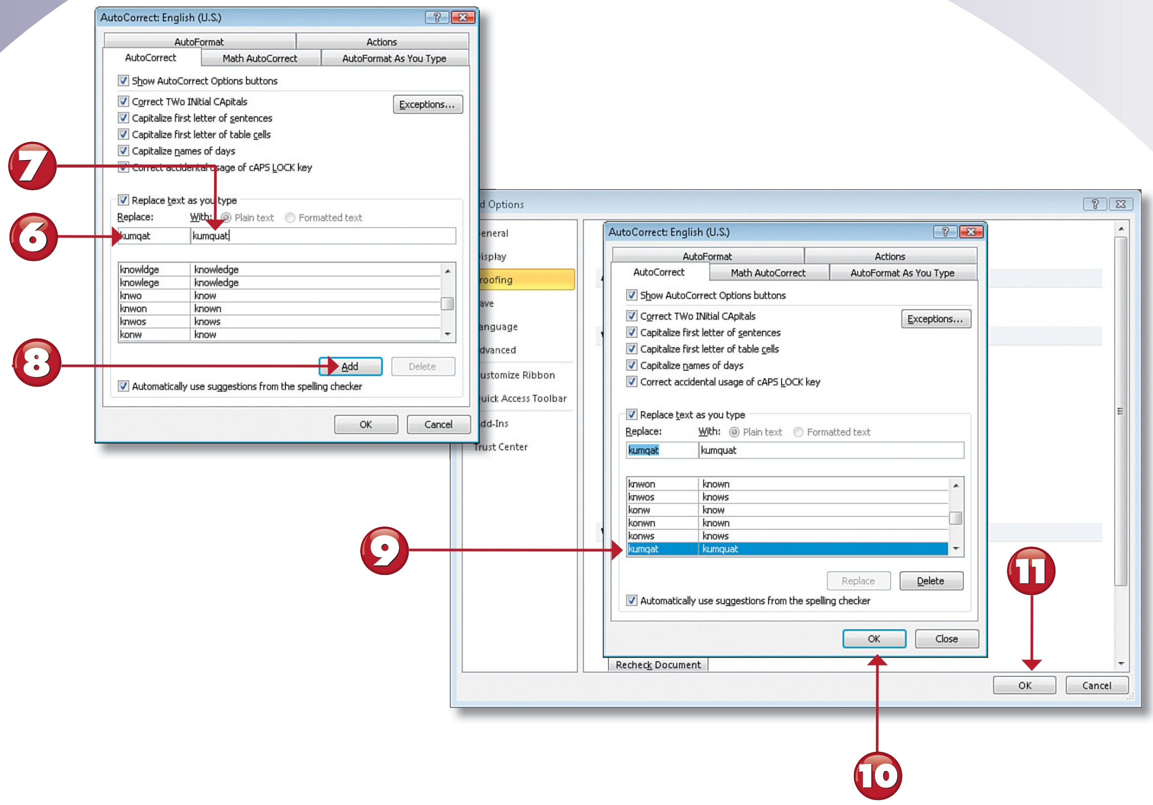
Start

1. Click the **File** tab.
2. Click **Options** to open the Word Options dialog box.
3. Click **Proofing**.
4. Click **AutoCorrect Options** to open the AutoCorrect dialog box.
5. Scroll through the list to see the types of corrections AutoCorrect makes.

Continued

TIP

Common Phrases If you want to use AutoCorrect to insert a long name or phrase, type an abbreviation for the phrase in the **Replace** box, then type the whole phrase in the **With** box. The next time you type the abbreviation, AutoCorrect inserts the full phrase. ■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AutoCorrect: English (U.S.)
AutoFormat
Actions
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
Exceptions…
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Delete
OK
Cancel
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General
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Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Replace
Close
Recheck Document

AutoCorrect: English (U.S.)

☑ Show AutoCorrect Options buttons

☑ Correct TWo INitial CApitals

☑ Capitalize first letter of sentences

☑ Capitalize first letter of table cells

☑ Capitalize names of days

☑ Correct accidental usage of cAPS LOCK key

☑ Replace text as you type

Replace: kumqat With: ● Plain text ○ Formatted text kumquat

knowldge	knowledge
knowlege	knowledge
knwo	know
knwon	known
knwos	knows
konw	know

☑ Automatically use suggestions from the spelling checker

knwon	known
knwos	knows
konw	know
konwn	known
konws	knows
kumqat	kumquat

6 Click in the **Replace** text box and type a word you commonly misspell.

7 Click in the **With** text box and type the correct spelling for the word.

8 Click the **Add** button.

9 AutoCorrect adds the word to the list.

10 Click **OK** to exit the dialog box.

11 Click **OK** to exit the Word Option dialog box.

End

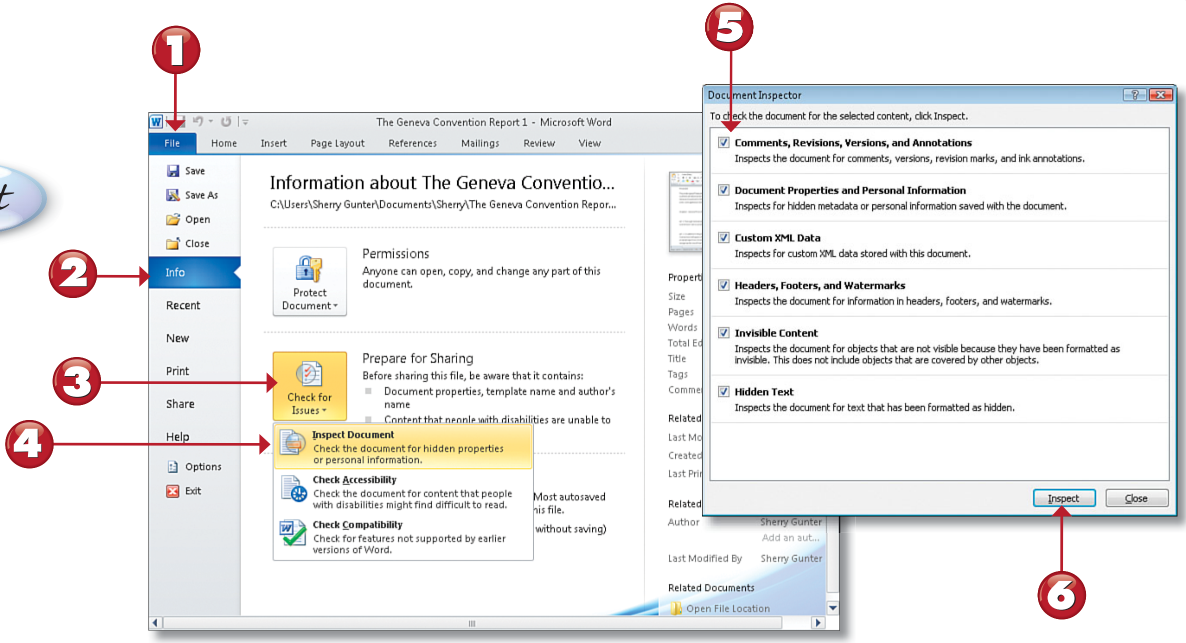
TIP

Remove It To remove a word from the AutoCorrect list, select it in the AutoCorrect dialog box and click the **Delete** button. ■

CHECKING A DOCUMENT FOR HIDDEN DATA

You can use Word's Document Inspector tool to check your document for sensitive information or hidden data. For example, if you plan on sharing the document with other users, you may want to remove any personal information concerning the file. Hidden data, also called metadata, includes elements such as comments, tracked changes, and information about who created the document. With the Document Inspector, you can control what type of content is inspected and if any issues need to be addressed.

Start



Information about The Geneva Conventio...
C:\Users\Sherry Gunter\Documents\Sherry\The Geneva Convention Repor...

Permissions
Anyone can open, copy, and change any part of this document.

Prepare for Sharing
Before sharing this file, be aware that it contains:
Document properties, template name and author's name
Content that people with disabilities are unable to

Inspect Document
Check the document for hidden properties or personal information.

Check Accessibility
Check the document for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of Word.

Document Inspector

To check the document for the selected content, click Inspect.

☑ **Comments, Revisions, Versions, and Annotations**
Inspects the document for comments, versions, revision marks, and ink annotations.

☑ **Document Properties and Personal Information**
Inspects for hidden metadata or personal information saved with the document.

☑ **Custom XML Data**
Inspects for custom XML data stored with this document.

☑ **Headers, Footers, and Watermarks**
Inspects the document for information in headers, footers, and watermarks.

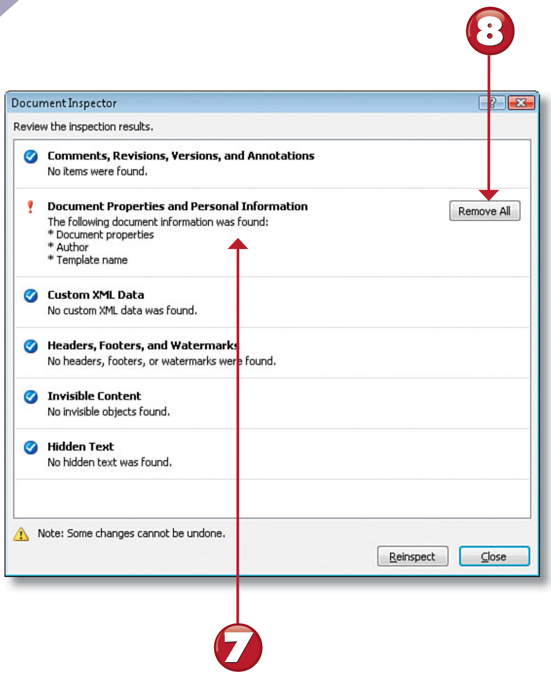
☑ **Invisible Content**
Inspects the document for objects that are not visible because they have been formatted as invisible. This does not include objects that are covered by other objects.

☑ **Hidden Text**
Inspects the document for text that has been formatted as hidden.

Author: Sherry Gunter
Last Modified By: Sherry Gunter

1. Click the **File** tab.
2. Click **Info**.
3. Click **Check for Issues**.
4. Click **Inspect Document** to open the Document Inspector dialog box.
5. Click which types of information you want inspected.
6. Click **Inspect**.

Continued



Document Inspector

Review the inspection results.

Comments, Revisions, Versions, and Annotations
No items were found.

Document Properties and Personal Information
The following document information was found:
* Document properties
* Author
* Template name

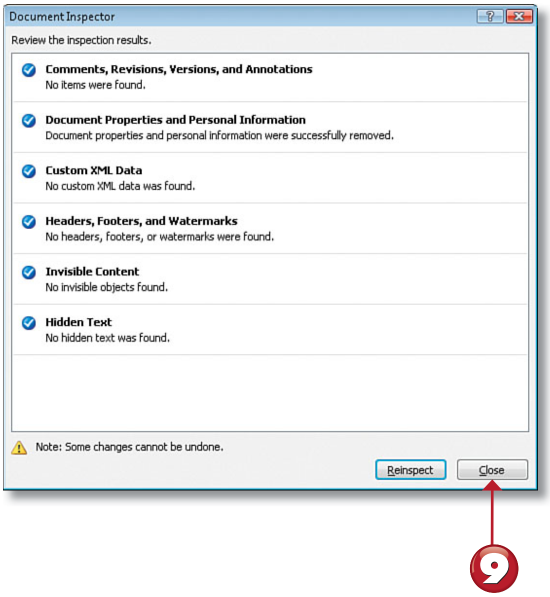
Custom XML Data
No custom XML data was found.

Headers, Footers, and Watermarks
No headers, footers, or watermarks were found.

Invisible Content
No invisible objects found.

Hidden Text
No hidden text was found.

Note: Some changes cannot be undone.



Document Inspector

Review the inspection results.

Comments, Revisions, Versions, and Annotations
No items were found.

Document Properties and Personal Information
Document properties and personal information were successfully removed.

Custom XML Data
No custom XML data was found.

Headers, Footers, and Watermarks
No headers, footers, or watermarks were found.

Invisible Content
No invisible objects found.

Hidden Text
No hidden text was found.

Note: Some changes cannot be undone.

7 Word inspects the document and any issues appear listed for you to check.

8 Click **Remove All** to fix an issue.

9 Click **Close**.

End

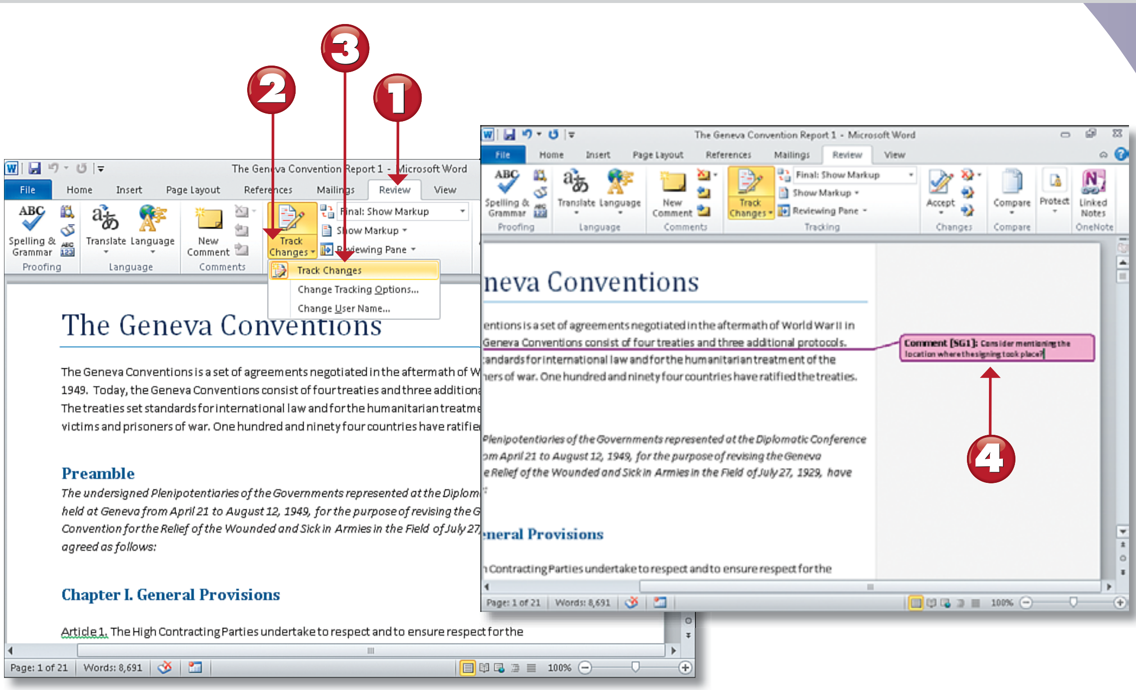
TIP

Caution You cannot undo the effects of removing information with Document Inspector. You can, however, restore the removed information by closing the document without saving the changes made by the inspection process. ■

TRACKING AND REVIEWING DOCUMENTS

If you share your documents with other Word users in an editorial environment, you can turn on Word's Track Changes feature and keep track of who makes what changes to the text. For example, if your department is working on a project that involves everyone's input on the team, you can pass the document around and collect everyone's changes, then review the changes, accepting or discarding each one as needed. Track Changes allows you to track comments, insertions, deletions, formatting changes, and more.

Start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The Geneva Convention Report 1 - Microsoft Word
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OneNote
Track Changes
Change Tracking Options...
Change User Name...
Page: 1 of 21
Words: 8,691
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4

The Geneva Conventions

The Geneva Conventions is a set of agreements negotiated in the aftermath of World War II in 1949. Today, the Geneva Conventions consist of four treaties and three additional protocols. The treaties set standards for international law and for the humanitarian treatment of the victims and prisoners of war. One hundred and ninety four countries have ratified the treaties.

Preamble

The undersigned Plenipotentiaries of the Governments represented at the Diplomatic Conference held at Geneva from April 21 to August 12, 1949, for the purpose of revising the Geneva Convention for the Relief of the Wounded and Sick in Armies in the Field of July 27, 1929, have agreed as follows:

Chapter I. General Provisions

Article 1. The High Contracting Parties undertake to respect and to ensure respect for the

Comment [SG1]: Consider mentioning the location where the signing took place?

1. Click the **Review** tab.

2. Click **Track Changes**.

3. Click **Track Changes** to turn the tracking feature on. You can now share the document with other users to make edits to the text.

4. Edits you make appear in a comment balloon off to the right of the document page.

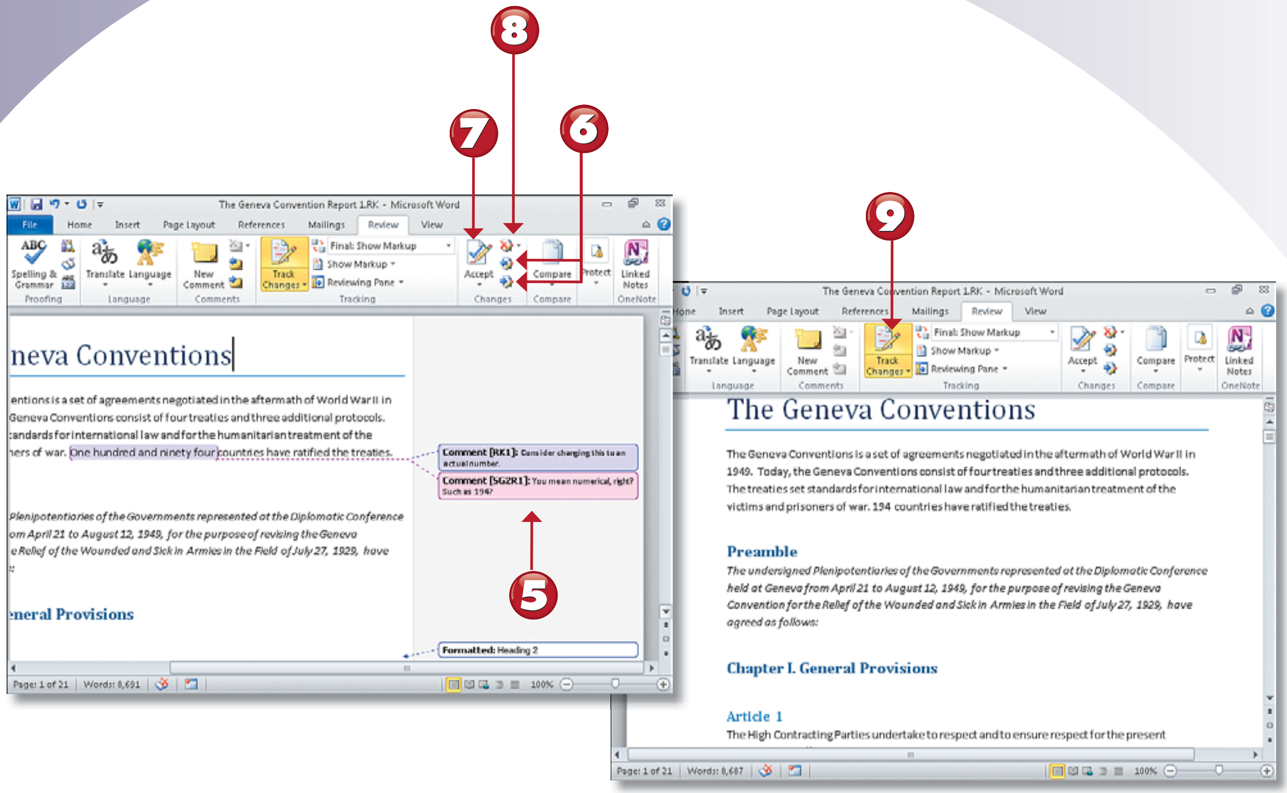
Continued

TIP

Comments To add a comment, click where you want it to go or select the text it refers to, then click the **New Comment** button on the Review tab. Type your comment text. To remove a comment, click it and click the **Delete Comment** button. ■

TIP

Reviewing Pane You can click the Reviewing Pane button on the Review tab to open a Reviewing Pane on the left side of the document. This pane lists all the changes, revisions, and comments. You can click an item in the list to quickly move to its location in the document. ■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The Geneva Convention Report 1.RK - Microsoft Word
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Show Markup
Reviewing Pane
Accept
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Protect
Linked Notes
Proofing
Comments
Tracking
Changes
OneNote
Page: 1 of 21
Words: 8,691
Words: 8,687
100%

Comment [RK1]: Consider changing this to an actual number.

Comment [SGZR1]: You mean numerical, right? Such as 194?

Formatted: Heading 2

The Geneva Conventions

The Geneva Conventions is a set of agreements negotiated in the aftermath of World War II in 1949. Today, the Geneva Conventions consist of four treaties and three additional protocols. The treaties set standards for international law and for the humanitarian treatment of the victims and prisoners of war. 194 countries have ratified the treaties.

Preamble

The undersigned Plenipotentiaries of the Governments represented at the Diplomatic Conference held at Geneva from April 21 to August 12, 1949, for the purpose of revising the Geneva Convention for the Relief of the Wounded and Sick in Armies in the Field of July 27, 1929, have agreed as follows:

Chapter I. General Provisions

Article 1

The High Contracting Parties undertake to respect and to ensure respect for the present

5 Once the document is edited, you can review the changes. Open the document and view the changes. In this example, two users have reviewed the document.

6 Click the **Next Change** and **Previous Change** buttons to navigate between the edits.

7 Click the **Accept** button to okay the change and move to the next change in the document.

8 Click the **Reject** button to forego the change and move to the next edit.

9 When you complete the review, you can turn off the tracking feature; click **Track Changes**.

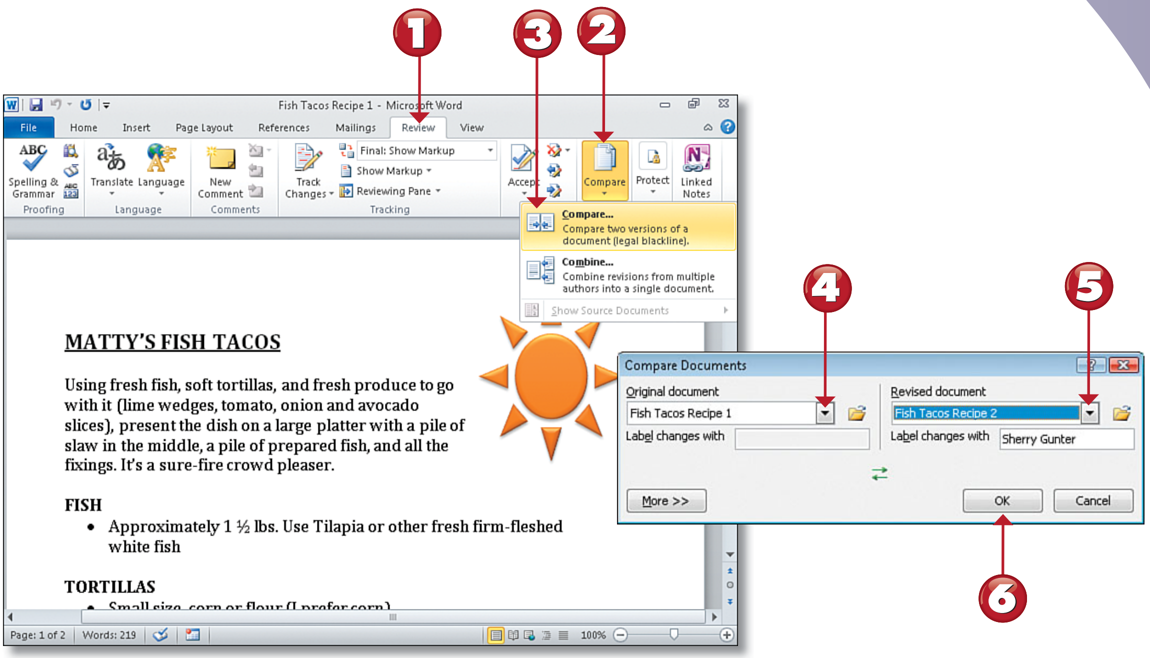
End

TIP

Reviewing Two or More Documents If reviewers have made changes to two of the same file, click the **Review** tab and click **Compare**, then click **Compare** to compare two documents, or **Combine** to combine two documents into one. See the next task to learn more. ■

COMPARING DOCUMENTS

You can compare two documents to see what changes were made in each. You compare an original document with an updated version by creating a third file that has all the differences between the two documents marked. Changes are marked in the same way tracked changes are marked in documents with multiple authors, and you use the same reviewing principles to check each change in the comparison document.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Fish Tacos Recipe 1 - Microsoft Word
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Show Markup
Reviewing Pane
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Protect
Linked Notes
Proofing
Language
Comments
Tracking
Compare...
Compare two versions of a document (legal blackline).
Combine...
Combine revisions from multiple authors into a single document.
Show Source Documents
4
5
Compare Documents
More >>
OK
Cancel
6
Page: 1 of 2
Words: 219
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MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present the dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser.

FISH

- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-fleshed white fish

TORTILLAS

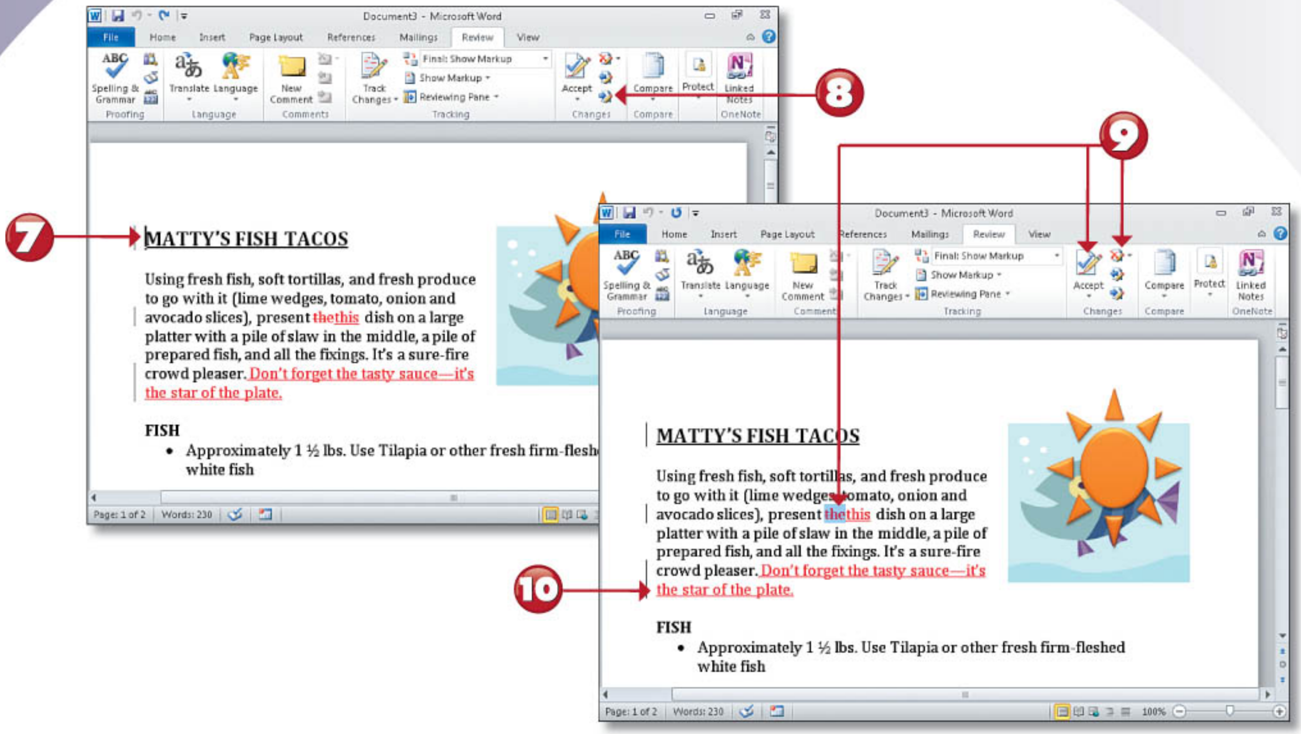
- Small size, corn or flour (I prefer corn)

Original document: Fish Tacos Recipe 1
Label changes with:
Revised document: Fish Tacos Recipe 2
Label changes with: Sherry Gunter

Start

1. With the original version of the document open, click the **Review** tab.
2. Click **Compare**.
3. Click **Compare**.
4. The Compare Documents dialog box appears. Click here and choose the original version of the document you want to compare.
5. Click here and choose the revised version of the document.
6. Click **OK**.

Continued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Page: 1 of 2
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MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present ~~the~~this dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser. Don't forget the tasty sauce—it's the star of the plate.

FISH

- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-fleshed white fish

7 Word creates a new document with comparisons from both files noted. Click at the beginning of the document to begin reviewing.

8 Click **Next** on the Review tab.

9 Word highlights the first issue. Click **Accept** to accept the change or click **Reject** to reject the change.

10 You can continue editing the document as needed.

End

TIP

Accepting All Changes To accept all changes in the document, click the down arrow under **Accept** and click **Accept All Changes in Document**. ■

TIP

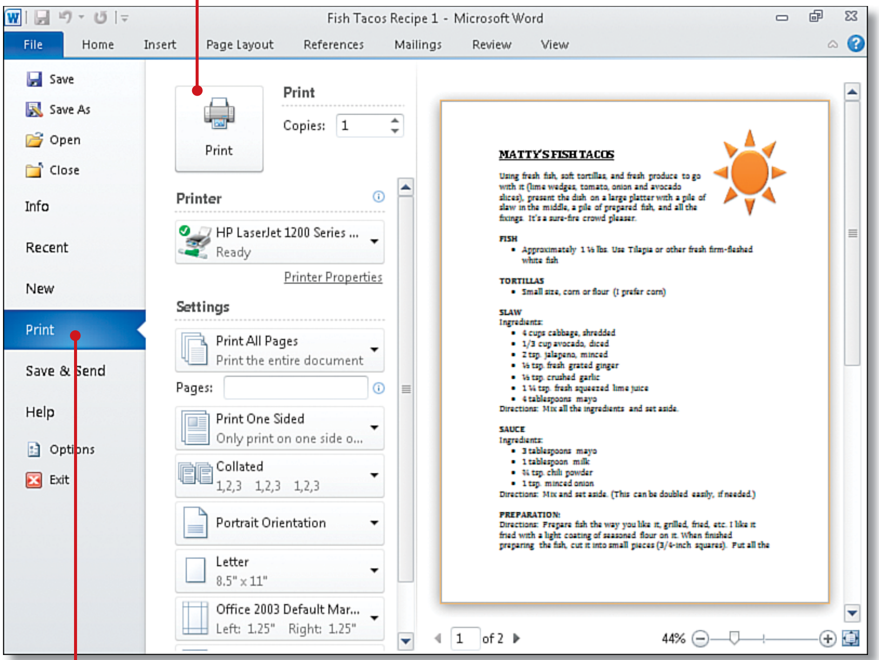
Finding Your Document If the Compare Documents dialog box does not list the original or revised document you want to use, click the **Browse** button to the right of the Original Document or Revised Document field and choose the desired document from the dialog box that appears. ■

Chapter 10

PRINTING DOCUMENTS

Creating documents in Word wouldn't be very satisfying without the ability to print out your work. Although the invention of computers was touted as leading to a lessening of our reliance on printed materials and paper consumption, the fact is that we will probably always encounter situations in which we need a tangible copy of a document. With Word 2010, it's easier than ever to print your documents and control the various settings for number of pages printed, collation needs, page orientation, and more. The tasks in this section show you how to view more advanced printing options, print envelopes and labels, and tap into Word's Mail Merge tools to generate mass mailings.

To quickly print the current document using the default print settings, just click this button.


Fish Tacos Recipe 1 - Microsoft Word
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Save & Send
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Options
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Print
Printer Properties
1 of 2
44%

Print

Copies: 1

Printer

HP LaserJet 1200 Series ...
Ready

Settings

Print All Pages
Print the entire document

Pages:

Print One Sided
Only print on one side o...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Office 2003 Default Mar...
Left: 1.25" Right: 1.25"

MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present the dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser.

FISH
- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-fleshed white fish

TORTILLAS
- Small size, corn or flour (I prefer corn)

SLAW
Ingredients:
- 4 cups cabbage, shredded
- 1/3 cup avocado, diced
- 2 tsp. jalapeno, minced
- ½ tsp. fresh grated ginger
- ½ tsp. crushed garlic
- 1 ¼ tsp. fresh squeezed lime juice
- 4 tablespoons mayo

Directions: Mix all the ingredients and set aside.

SAUCE
Ingredients:
- 3 tablespoons mayo
- 1 tablespoon milk
- ¾ tsp. chili powder
- 1 tsp. minced onion

Directions: Mix and set aside. (This can be doubled easily, if needed.)

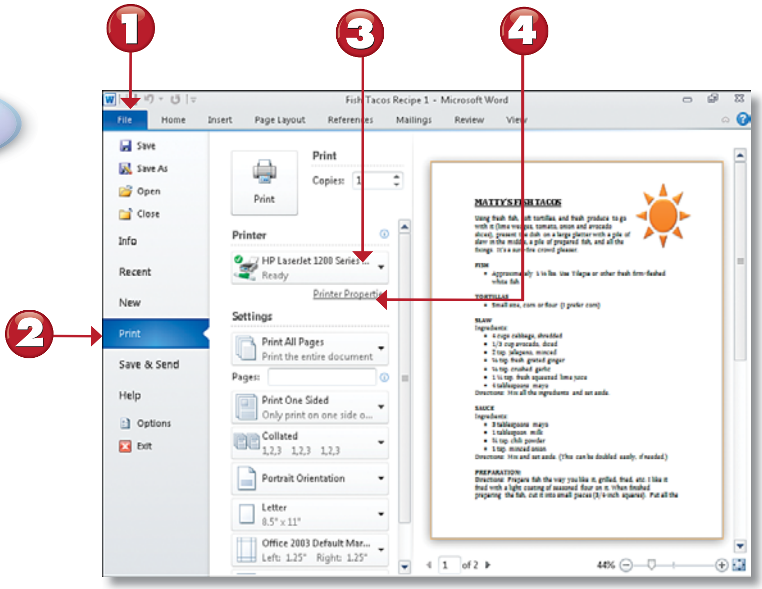
PREPARATION:
Directions: Prepare fish the way you like it, grilled, fried, etc. I like it fried with a light coating of seasoned flour on it. When finished preparing the fish, cut it into small pieces (3/4-inch squares). Put all the

The Print tab in Backstage view displays all the printing options you need to print your Word documents.

VIEWING ADVANCED PRINT OPTIONS

You learned the basics of printing a Word document in Chapter 2, “Working with Word Documents.” Now it’s time to view some of the more detailed settings available in Word 2010. As you’ve already learned, the Backstage view (which you access through the File tab on the Ribbon) is the place to go to find all of your document printing options in one convenient spot. You can also use Backstage view to access other printing controls, such as the Printer Properties dialog box and the Page Setup dialog box. The Printer Properties dialog box displays options for the selected printer. The Page Setup dialog box displays options for pages.

Start


1
2
3
4
Fish Tacos Recipe 1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Print
Printer
Printer Properties
Settings
MATTY'S FISH TACOS

Copies: 1

HP LaserJet 1200 Series... Ready

Print All Pages — Print the entire document

Pages:

Print One Sided — Only print on one side o...

Collated — 1,2,3 1,2,3 1,2,3

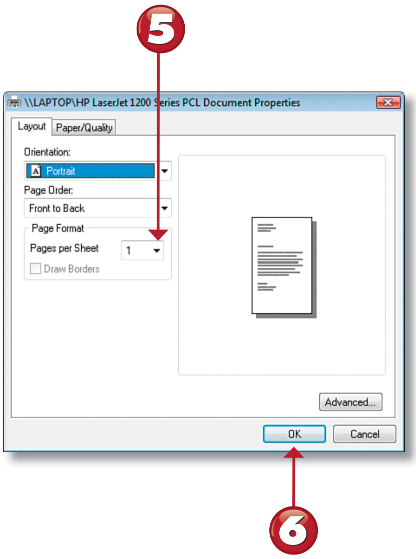
Portrait Orientation

Letter — 8.5" x 11"

Office 2003 Default Mar... — Left: 1.25" Right: 1.25"

1 of 2

44%


5
6
\\LAPTOP\HP LaserJet 1200 Series PCL Document Properties
Layout
Paper/Quality
Page Format
Advanced...
OK
Cancel

Orientation: Portrait

Page Order: Front to Back

Pages per Sheet: 1

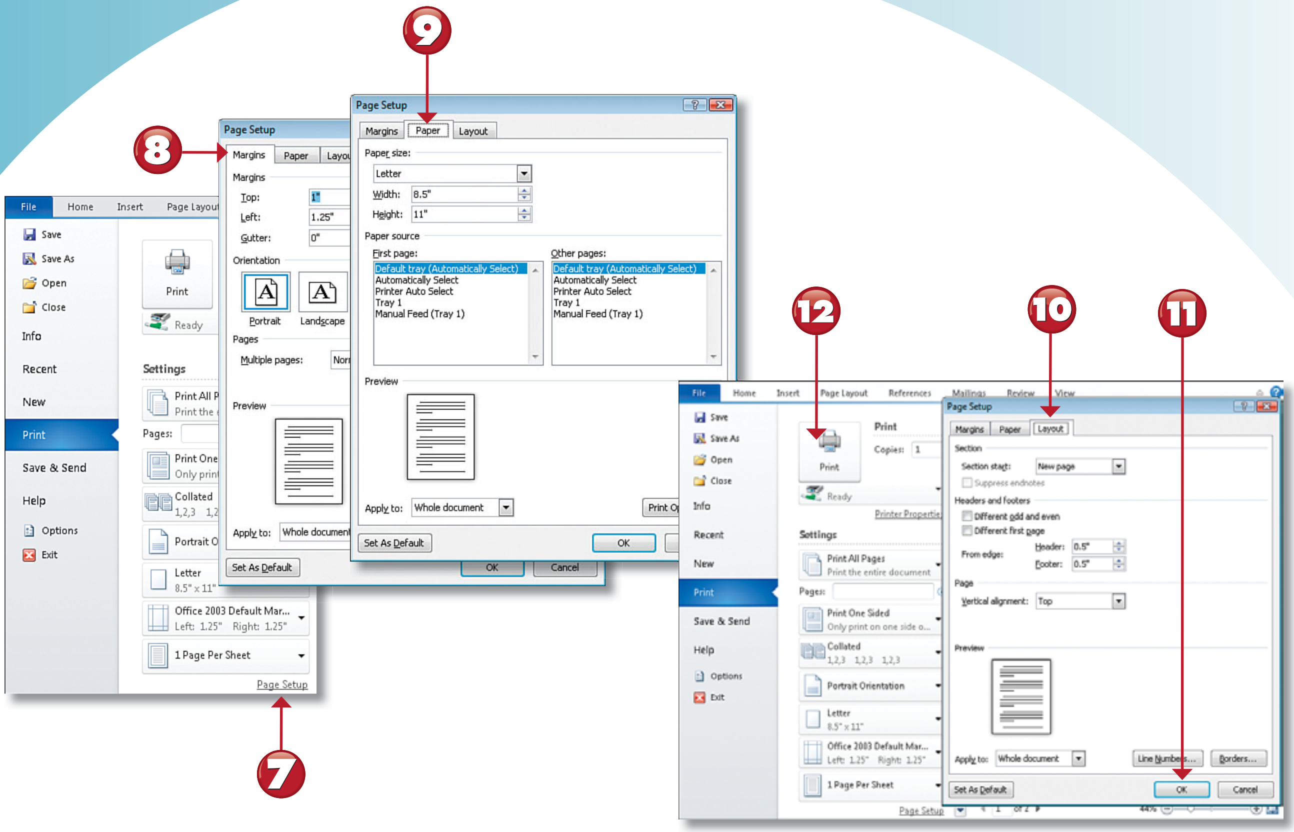
☐ Draw Borders

1. Click the **File** tab on the Ribbon.
2. Click **Print** to view the print settings.
3. Click here and select the printer you want to use.
4. Click the **Printer Properties** link.
5. The dialog box displays properties for the selected printer. You can make changes to the settings as needed.
6. Click **OK** to return to Backstage view.

Continued

TIP

Add a Print Button To add a Print button to the Quick Access toolbar, see the task “Customizing the Quick Access Toolbar” in Chapter 1 to learn more about adding a button to the toolbar. ■


9
8
12
10
11
7
Page Setup
Margins
Paper
Layout
Top: 1"
Left: 1.25"
Gutter: 0"
Orientation
Portrait
Landscape
Paper size: Letter
Width: 8.5"
Height: 11"
Paper source
First page:
Other pages:
Default tray (Automatically Select)
Automatically Select
Printer Auto Select
Tray 1
Manual Feed (Tray 1)
Preview
Apply to: Whole document
Set As Default
OK
Cancel
Section start: New page
Suppress endnotes
Headers and footers
Different odd and even
Different first page
From edge: Header: 0.5" Footer: 0.5"
Vertical alignment: Top
Line Numbers...
Borders...
File
Home
Insert
Page Layout
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Settings
Print All Pages
Print One Sided
Collated
Portrait Orientation
Letter 8.5" x 11"
Office 2003 Default Mar... Left: 1.25" Right: 1.25"
1 Page Per Sheet
Page Setup

7. Near the bottom of printing options, click the **Page Setup** link to open the Page Setup dialog box.
8. Click the **Margins** tab to make any changes to the page margins.
9. Click the **Paper** tab to control paper size and source.
10. Click the **Layout** tab to make changes to how sections, headers, and footers are printed.
11. Click **OK**.
12. Click the **Print** button to print the document.

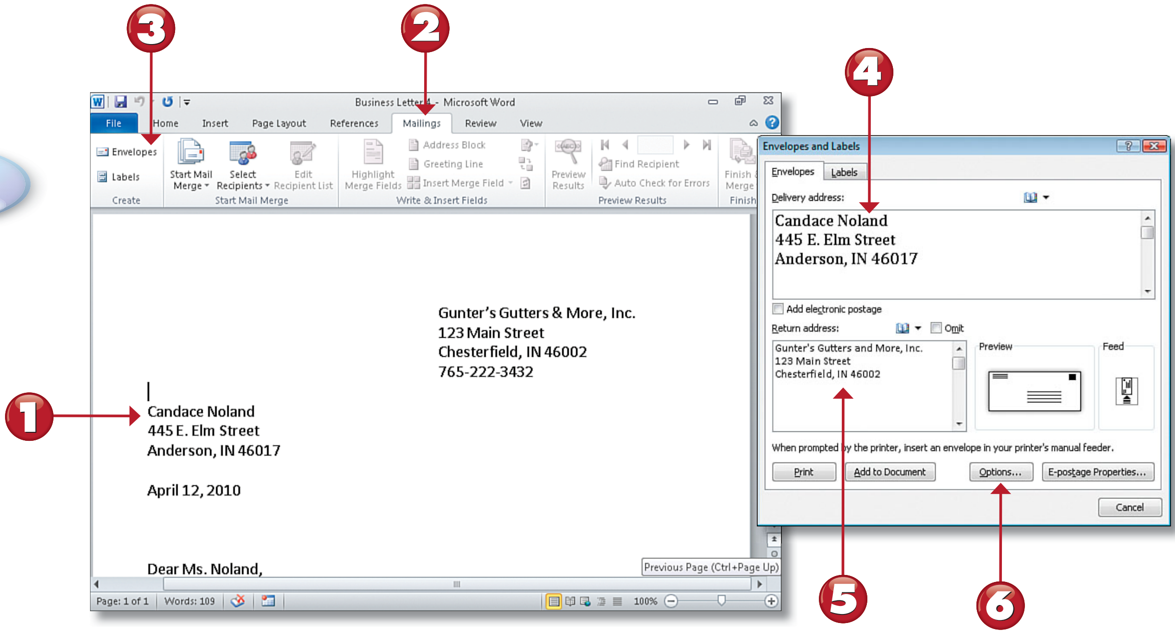
End

TIP

More Print Options The Display tab in the Word Options dialog box offers settings for page display as well as printing options, such as printing hidden text and drawings. Click the **File** tab and click **Options** to open the box. ■

PRINTING AN ENVELOPE

You can turn the address data found in a letter into envelope that you can print out on your printer. Using Word's Envelopes command, you can quickly whip up an envelope, setting both the sender and delivery addresses, and control how the envelope prints out on your printer. Using the Envelope Options dialog box, you can also change the font, envelope size, and position of the addresses on the envelope, such as moving an address to make way for a pre-printed logo on the envelope.


3
2
4
1
5
6
Business Letter1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Previous Page (Ctrl+Page Up)
Page: 1 of 1
Words: 109
100%
Envelopes and Labels
Envelopes
Labels
Preview
Feed
Print
Add to Document
Options...
E-postage Properties...
Cancel

Gunter's Gutters & More, Inc.
123 Main Street
Chesterfield, IN 46002
765-222-3432

Candace Noland
445 E. Elm Street
Anderson, IN 46017

April 12, 2010

Dear Ms. Noland,

Delivery address:

Candace Noland
445 E. Elm Street
Anderson, IN 46017

☐ Add electronic postage

Return address: ☐ Omit

Gunter's Gutters and More, Inc.
123 Main Street
Chesterfield, IN 46002

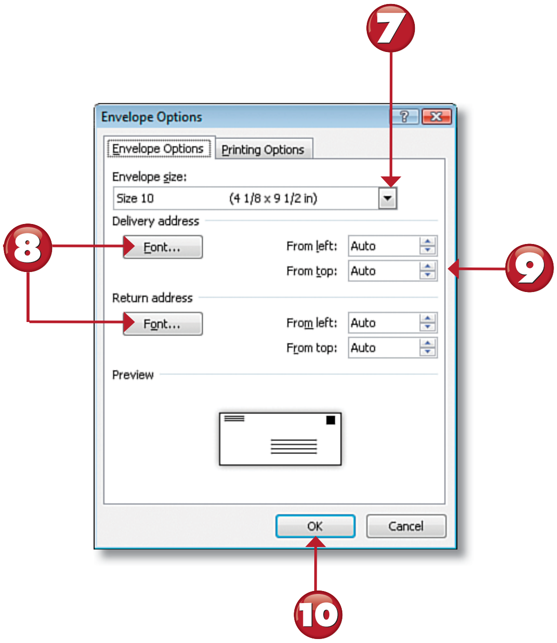
When prompted by the printer, insert an envelope in your printer's manual feeder.

1. Open the letter to which you want to create an envelope.
2. Click the **Mailings** tab on the Ribbon.
3. Click **Envelopes** to open the Envelopes and Labels dialog box.
4. Word inserts the default address from the letter. To type another address instead, delete the address and type a new one.
5. Click in the **Return address** box and type the return address.
6. Click the **Options** button to open the Envelope Options dialog box.

Continued

TIP

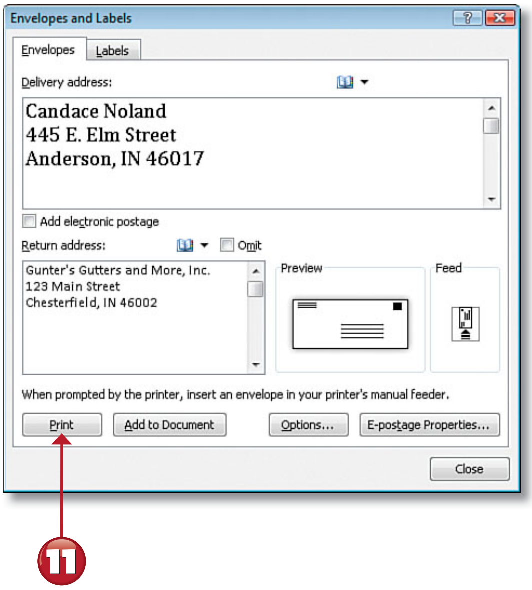
Save It Word may prompt you to save the return address as your default address. Click **Yes** to do so or **No** to disregard. ■


7
8
9
10
Envelope Options
Envelope Options
Printing Options
Delivery address
Font...
Return address
Font...
Preview
OK
Cancel

Envelope size: Size 10 (4 1/8 x 9 1/2 in)

Delivery address — From left: Auto — From top: Auto

Return address — From left: Auto — From top: Auto


11
Envelopes and Labels
Envelopes
Labels
Delivery address:
Add electronic postage
Return address:
Omit
Preview
Feed
Print
Add to Document
Options...
E-postage Properties...
Close

Delivery address:

Candace Noland
445 E. Elm Street
Anderson, IN 46017

Return address:

Gunter's Gutters and More, Inc.
123 Main Street
Chesterfield, IN 46002

When prompted by the printer, insert an envelope in your printer's manual feeder.

7 To change the envelope size, click here and choose a different size.

8 To change the font for the delivery or return address, click the appropriate **Font** button and choose another.

9 To change the positioning of an address, click here and set new values.

10 Click **OK**.

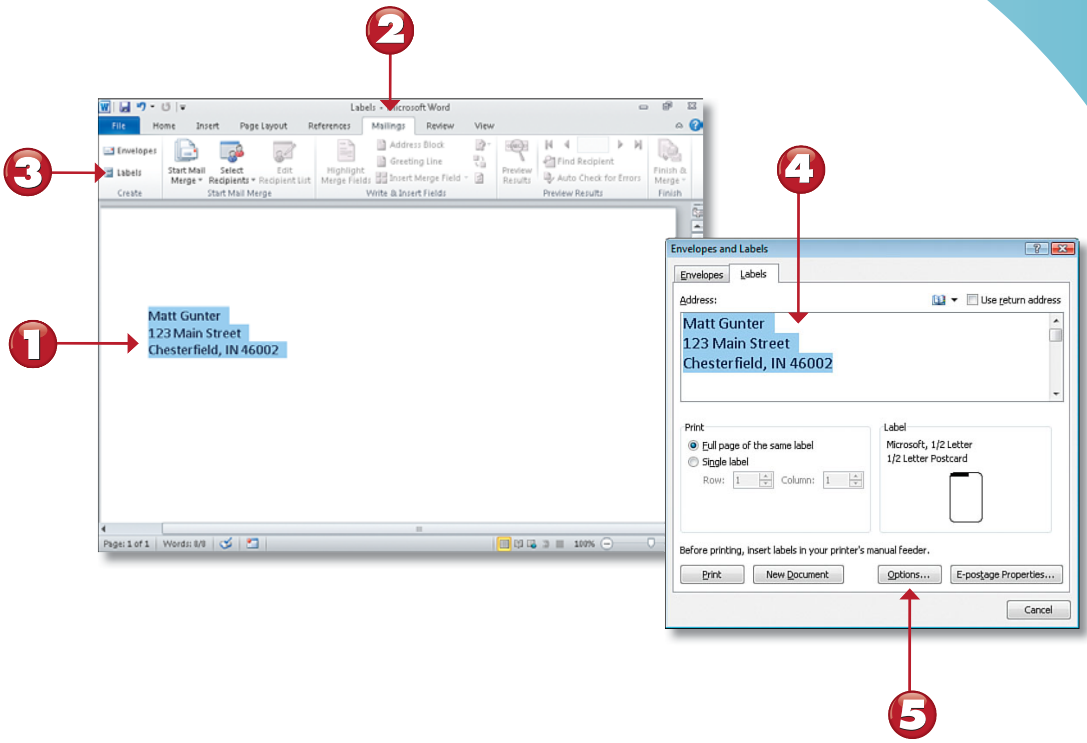
11 Click **Print** and insert a blank envelope into your printer.

TIP

Finding Addresses If you have the recipient's address or your own return address stored in your Outlook Address Book, you can click the **Address Book** icon in the Envelopes and Labels dialog box to access your contacts. Click the button to open the Select Name dialog box, and then click the name you want to use. Click **OK** to add it to the envelope's address field. ■

PRINTING LABELS

Like the previous envelopes task, Word also offers a tool for printing labels.


2
3
4
1
5
Labels - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Finish & Merge
Finish
Page: 1 of 1
Words: 8/8
100%
Envelopes and Labels
Envelopes
Labels
Address:
Use return address
Print
Full page of the same label
Single label
Row:
Column:
Label
Print
New Document
Options...
E-postage Properties...
Cancel

Matt Gunter
123 Main Street
Chesterfield, IN 46002

Print: ● Full page of the same label ○ Single label

Label: Microsoft, 1/2 Letter
1/2 Letter Postcard

Before printing, insert labels in your printer's manual feeder.

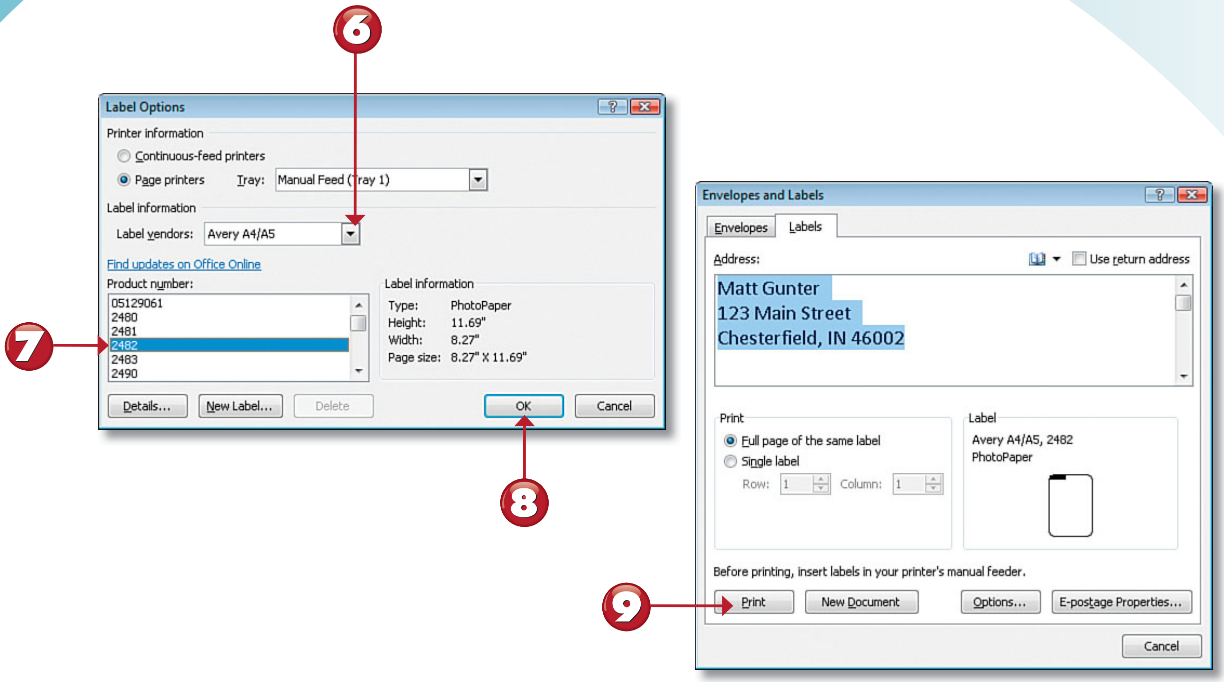
Start

1. Select the text you want to turn into labels.
2. Click the **Mailings** tab.
3. Click **Labels** to open the Envelopes and Labels dialog box.
4. Make any corrections to the address here, if needed.
5. Click the **Options** button to open the Label Options dialog box.

Continued

TIP

Details To examine the details for any label product sheet, select the product vendor and number in the Label Options dialog box, then click the **Details** button. ■


6
7
8
9
Details...
New Label...
Delete
OK
Cancel
Find updates on Office Online
Envelopes
Labels
Print
New Document
Options...
E-postage Properties...
Cancel

Label Options

Printer information

○ Continuous-feed printers

● Page printers Tray: Manual Feed (Tray 1)

Label information

Label vendors: Avery A4/A5

Product number:

05129061
2480
2481
2482
2483
2490

Label information

Type: PhotoPaper
Height: 11.69"
Width: 8.27"
Page size: 8.27" X 11.69"

Envelopes and Labels

Address: ☐ Use return address

Matt Gunter
123 Main Street
Chesterfield, IN 46002

Print

● Full page of the same label

○ Single label

Row: 1 Column: 1

Label

Avery A4/A5, 2482
PhotoPaper

Before printing, insert labels in your printer's manual feeder.

6. Choose a label vendor from the drop-down list.
7. Choose the label sheet's product number from the list.
8. Click **OK**.
9. Insert the label sheets into your printer and click **Print** to print the labels.

End

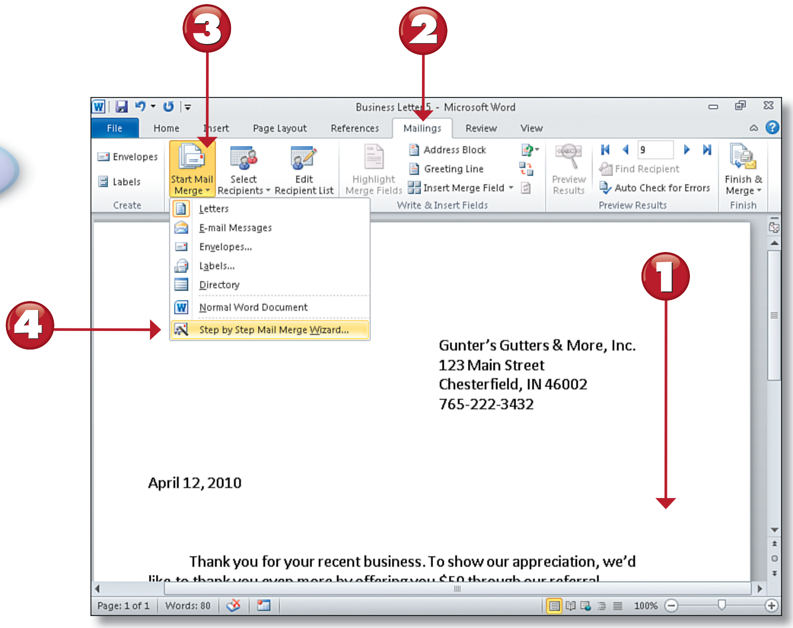
TIP

Add a Custom Label If none of the label vendors or products match what you want to create, you can make a custom label. Click the **New Label** button in the Label Options dialog box to open the Label Details dialog box. You can define a new label name and dimensions, including inner margins for the label text, page size, and so on. ■

USING WORD'S MAIL MERGE TOOL

You can use Word's Mail Merge tool to create mass mailings, such as form letters or mass e-mails. The easiest way to create mass mailings is to use the Step-by-Step Mail Merge Wizard. It walks you through each phase of the process. You can type up a letter before you get started, or you can stop and do so when prompted by the wizard. You can also choose to insert contacts and addresses from an existing table, from your Outlook contacts, or start a brand new list. For this task, the form letter is already created and contacts are added from the Outlook address book. If you choose different options, your steps may vary slightly.

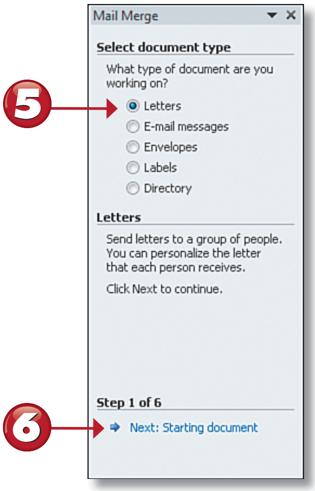
Start


3
2
4
1
Business Letter 5 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Letters
E-mail Messages
Envelopes...
Labels...
Directory
Normal Word Document
Step by Step Mail Merge Wizard...
Page: 1 of 1
Words: 80
100%

Gunter's Gutters & More, Inc.
123 Main Street
Chesterfield, IN 46002
765-222-3432

April 12, 2010

Thank you for your recent business. To show our appreciation, we'd like to thank you even more by offering you $50 through our referral


5
6
Mail Merge

Select document type

What type of document are you working on?

● Letters
○ E-mail messages
○ Envelopes
○ Labels
○ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

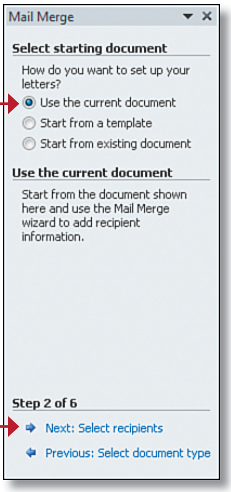
Click Next to continue.

Step 1 of 6

Next: Starting document

1. Create the document you want to use as a form letter.
2. Click the **Mailings** tab.
3. Click **Start Mail Merge**.
4. Click **Step by Step Mail Merge Wizard** to open the Mail Merge pane.
5. Click the type of document you are working on for the mass mailing.
6. Click **Next: Starting Document**.

Continued



Mail Merge

Select starting document

How do you want to set up your letters?

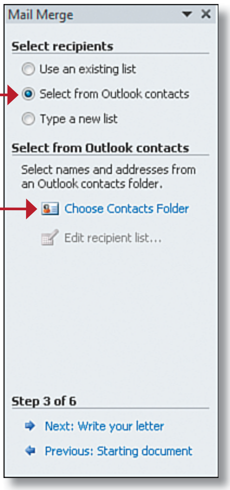
● Use the current document
○ Start from a template
○ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

Next: Select recipients
Previous: Select document type



Mail Merge

Select recipients

○ Use an existing list
● Select from Outlook contacts
○ Type a new list

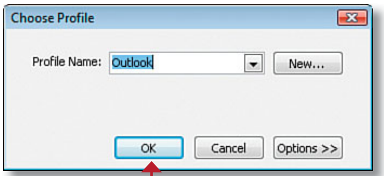
Select from Outlook contacts

Select names and addresses from an Outlook contacts folder.

Choose Contacts Folder
Edit recipient list…

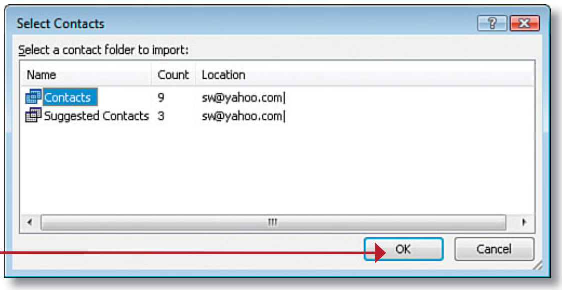
Step 3 of 6

Next: Write your letter
Previous: Starting document



Choose Profile

Profile Name: Outlook



Select Contacts

Select a contact folder to import:

Name	Count	Location
Contacts	9	sw@yahoo.com|
Suggested Contacts	3	sw@yahoo.com|

7 Unless you want to use another file as the form letter, leave the **Use the current document** radio button selected.

8 Click **Next: Select Recipients**.

9 Choose which type of recipients you want to use. In this example, **Select from Outlook contacts** is selected.

10 Click **Choose Contacts Folder**.

11 In the Choose Profile dialog box that appears, click **OK**.

12 The Select Contacts dialog box appears; select a contact folder and click **OK**.

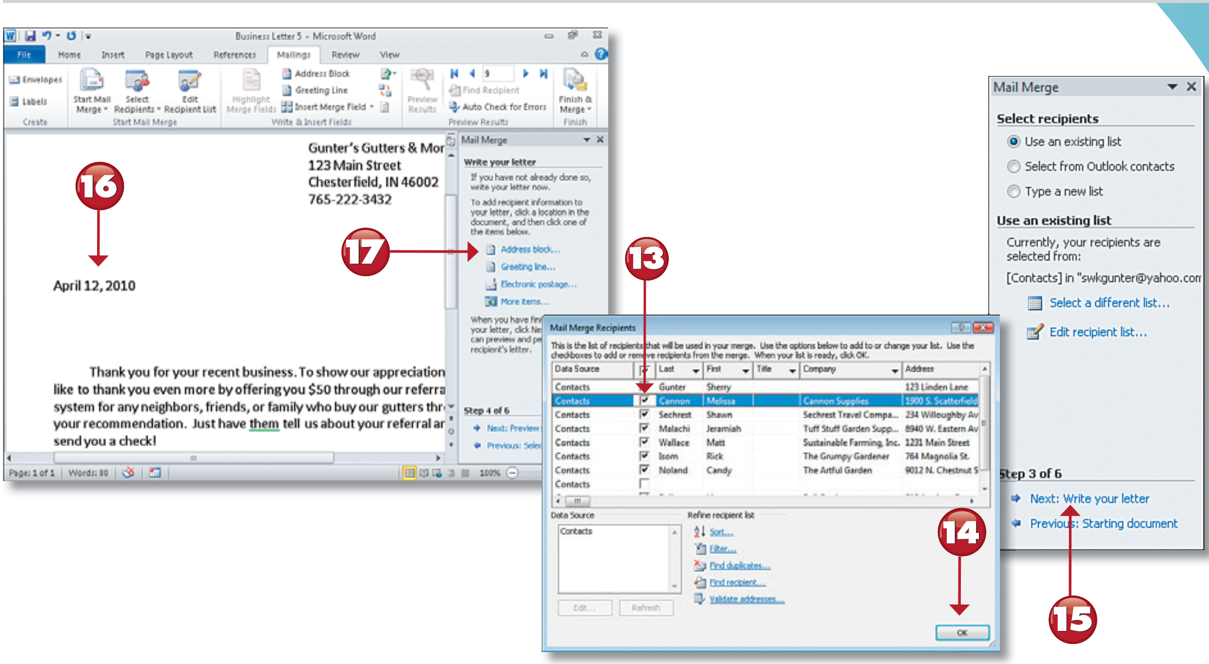
Continued

TIP

Use a Template? To use one of Word's form letter templates, click **Start from Template** in Step 2 of the Mail Merge Wizard. ■

USING WORD'S MAIL MERGE TOOL CONTINUED

A large part of creating personalized mail merge documents is designating merge fields in which Word inserts data from your contacts list into the document. In a form letter, for example, you can insert an Address Block field for the contact's address, and a Greeting Line field that takes the person's name and inserts it into the letter's opening salutations. At the end of the Wizard process, you can preview a sample of what the merged document will look like, and then print your finished form letters when ready.


Business Letter 5 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Page: 1 of 1
Words: 80
100%
16
17
13
14
15

Gunter's Gutters & Mor
123 Main Street
Chesterfield, IN 46002
765-222-3432

April 12, 2010

Thank you for your recent business. To show our appreciation like to thank you even more by offering you $50 through our referra system for any neighbors, friends, or family who buy our gutters thr your recommendation. Just have them tell us about your referral ar send you a check!

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block…
- Greeting line…
- Electronic postage…
- More items…

When you have fini your letter, click Ne can preview and pe recipient's letter.

Step 4 of 6

- Next: Preview
- Previous: Selec

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	☑	Last	First	Title	Company	Address
Contacts	☑	Gunter	Sherry			123 Linden Lane
Contacts	☑	Cannon	Melissa		Cannon Supplies	1900 S. Scatterfield
Contacts	☑	Sechrest	Shawn		Sechrest Travel Compa...	234 Willoughby Av
Contacts	☑	Malachi	Jeramiah		Tuff Stuff Garden Supp...	8940 W. Eastern Av
Contacts	☑	Wallace	Matt		Sustainable Farming, Inc.	1231 Main Street
Contacts	☑	Isom	Rick		The Grumpy Gardener	764 Magnolia St.
Contacts	☑	Noland	Candy		The Artful Garden	9012 N. Chestnut S
Contacts	☐					

Data Source: Contacts

Refine recipient list

- Sort…
- Filter…
- Find duplicates…
- Find recipient…
- Validate addresses…

Edit… Refresh OK

Mail Merge

Select recipients

● Use an existing list
○ Select from Outlook contacts
○ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Contacts] in "swkgunter@yahoo.co

- Select a different list…
- Edit recipient list…

Step 3 of 6

- Next: Write your letter
- Previous: Starting document

13 Word opens the Mail Merge Recipients dialog box. Check which recipients you want to use for your mass mailing.

14 Click **OK**.

15 Click **Next: Write your letter**.

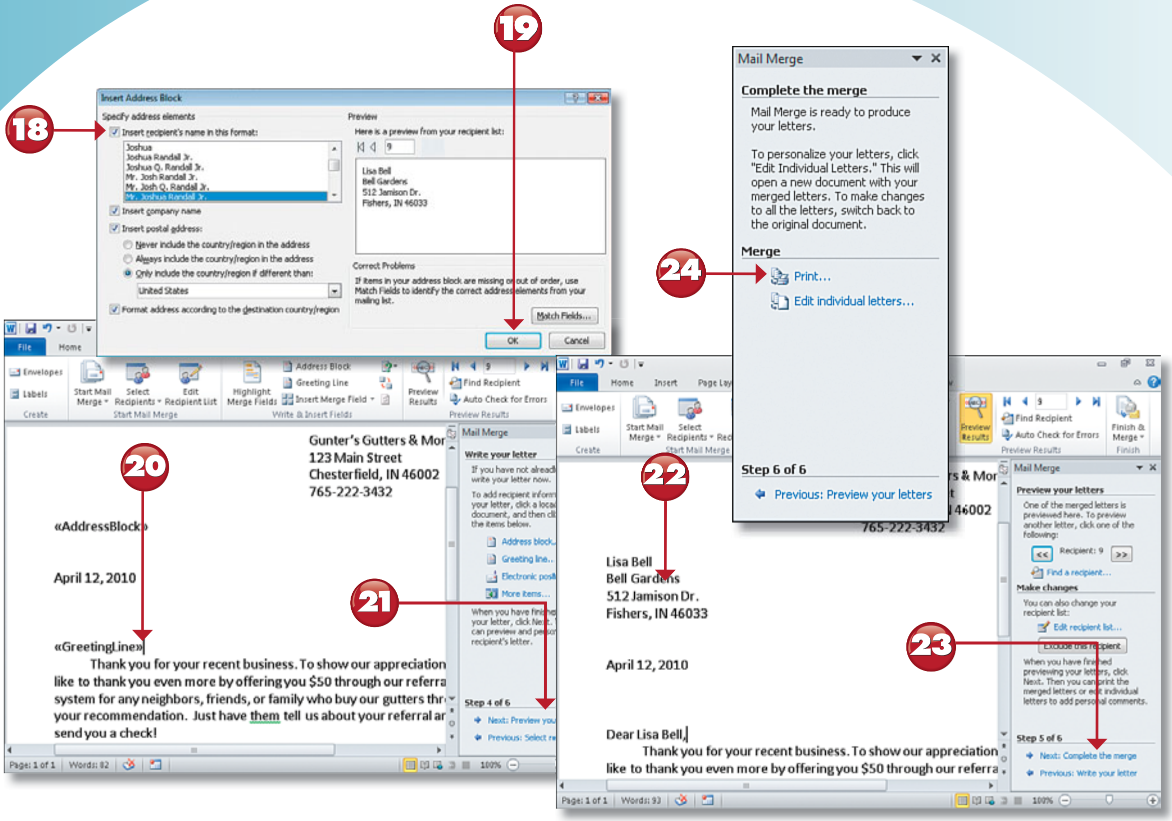
16 The next part of the process is to identify fields where information from the contacts listed can be inserted into the document. Click where you want to insert a field into the document.

17 Click the type of field you want to insert.

Continued

TIP

What Are Merge Fields? A *merge field* is preset information for automating parts of a document. Merge fields act like placeholders for information that is inserted later. ■


18
19
20
21
22
23
24
Insert Address Block
OK
Cancel
Match Fields...
Mail Merge
Print...
Edit individual letters...
Previous: Preview your letters
Next: Preview your letters
Next: Complete the merge
Previous: Write your letter
Address Block
Greeting Line
Insert Merge Field
Find Recipient
Auto Check for Errors
Preview Results

Insert Address Block

Specify address elements

☑ Insert recipient's name in this format:

Joshua
Joshua Randall Jr.
Joshua Q. Randall Jr.
Mr. Josh Randall Jr.
Mr. Josh Q. Randall Jr.
Mr. Joshua Randall Jr.

☑ Insert company name

☑ Insert postal address:

○ Never include the country/region in the address
○ Always include the country/region in the address
● Only include the country/region if different than:

United States

☑ Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

9

Lisa Bell
Bell Gardens
512 Jamison Dr.
Fishers, IN 46033

Correct Problems

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Gunter's Gutters & Mor
123 Main Street
Chesterfield, IN 46002
765-222-3432

«AddressBlock»

April 12, 2010

«GreetingLine»

Thank you for your recent business. To show our appreciation like to thank you even more by offering you $50 through our referra system for any neighbors, friends, or family who buy our gutters thr your recommendation. Just have them tell us about your referral ar send you a check!

Lisa Bell
Bell Gardens
512 Jamison Dr.
Fishers, IN 46033

April 12, 2010

Dear Lisa Bell,

Thank you for your recent business. To show our appreciation like to thank you even more by offering you $50 through our referra

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

Step 6 of 6

18 A dialog box opens for you to preview what the inserted information from the contacts list will look like and make any changes you deem necessary. In the address block, for example, choose how you want the name and address to be displayed.

19 Click **OK**.

20 Continue adding more fields to the form letter as needed.

21 Click **Next: Preview your letters**.

22 Word generates a preview of the form letter, filling in the fields with information from your contacts list.

23 Click **Next: Complete the merge**.

24 Click **Print** to print out the letters.

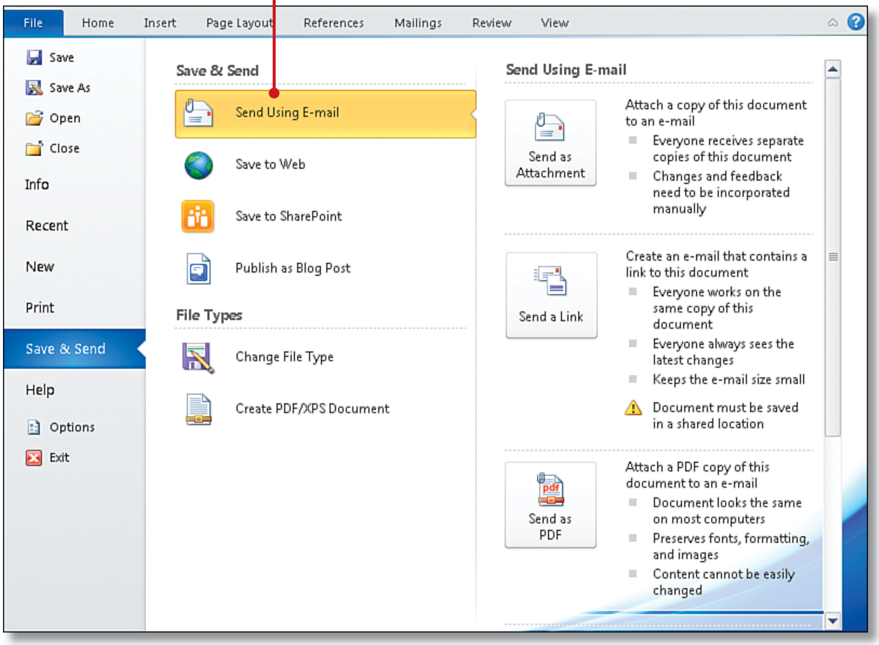
End

Chapter 11

USING WORD ON THE INTERNET

There are several features available to help you use Word with the Internet. For starters, you can access Word's online Help files anytime you need help with the program (see Chapter 1, "Getting Started with Word," to learn more about using the Help feature). You can also e-mail a document as a file attachment, a link, a PDF or XPS file, or Internet Fax (with the help of a fax service provider, available for a fee). In this chapter, you learn how to e-mail a document as a file attachment, one of the most common tasks you can perform using an Internet connection and Microsoft Word. In this chapter, you'll also learn how to turn a Word document into a Web page that you can share with anyone using a Web browser, or post onto a Web server for others to view. You can insert hyperlinks in your Word documents that, when clicked, take the reader to a specific Web page. Lastly, you will learn how to upload a Word document to Microsoft's new SkyDrive site. With a Windows Live ID, you can store documents on the site that you can, in turn, access from any computer with an Internet connection.

Backstage view is the place to go to find Internet-related features in Word, such as e-mailing a document.


File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Save & Send
Send Using E-mail
Save to Web
Save to SharePoint
Publish as Blog Post
File Types
Change File Type
Create PDF/XPS Document
Send Using E-mail
Send as Attachment
Send a Link
Send as PDF

Attach a copy of this document to an e-mail

- Everyone receives separate copies of this document
- Changes and feedback need to be incorporated manually

Create an e-mail that contains a link to this document

- Everyone works on the same copy of this document
- Everyone always sees the latest changes
- Keeps the e-mail size small

⚠ Document must be saved in a shared location

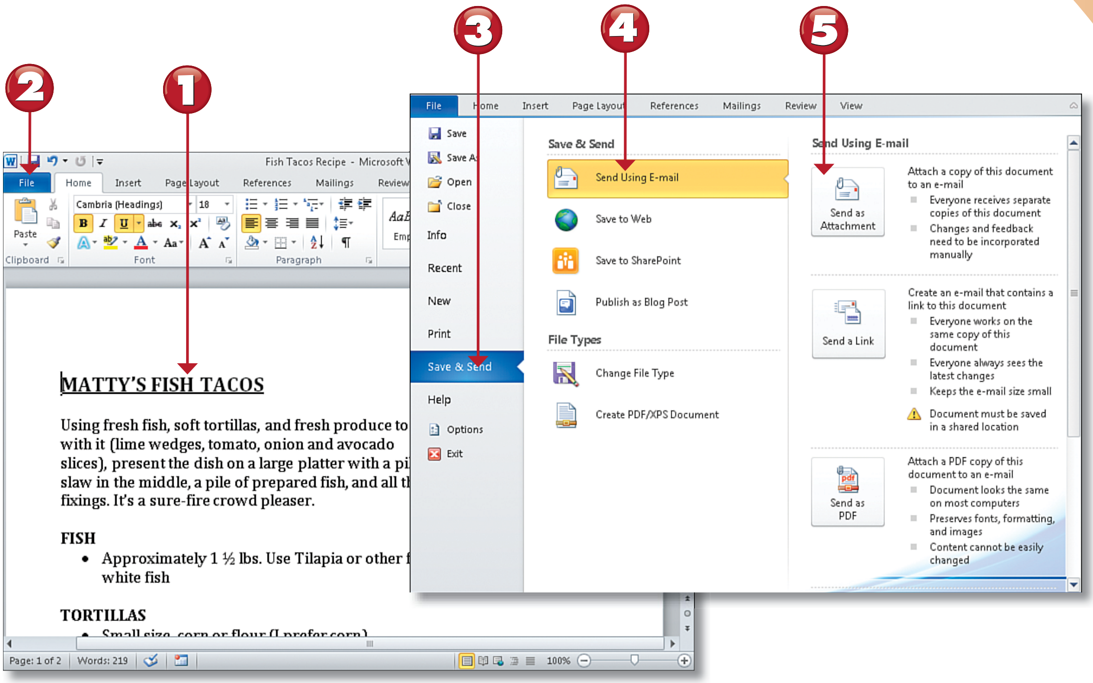
Attach a PDF copy of this document to an e-mail

- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed

E-MAILING A DOCUMENT

You can e-mail your Word documents to other users. For example, you may want to share a sales report with a colleague. You can send the document as a file attachment and send it using your default e-mail client. The steps in this task show Microsoft Office as the e-mail client. Your own steps may differ if you use a different e-mail program.

Start



1
2
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5
Fish Tacos Recipe - Microsoft W
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Cambria (Headings)
18
Font
Paragraph
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Save & Send
Send Using E-mail
Save to Web
Save to SharePoint
Publish as Blog Post
File Types
Change File Type
Create PDF/XPS Document
Send Using E-mail
Send as Attachment
Send a Link
Send as PDF
Page: 1 of 2
Words: 219
100%

MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to
with it (lime wedges, tomato, onion and avocado
slices), present the dish on a large platter with a pi
slaw in the middle, a pile of prepared fish, and all t
fixings. It's a sure-fire crowd pleaser.

FISH

- Approximately 1 ½ lbs. Use Tilapia or other f
  white fish

TORTILLAS

- Small size, corn or flour (I prefer corn)

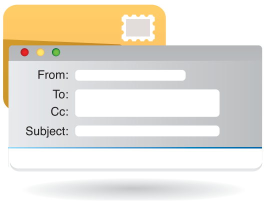
Attach a copy of this document to an e-mail
- Everyone receives separate copies of this document
- Changes and feedback need to be incorporated manually

Create an e-mail that contains a link to this document
- Everyone works on the same copy of this document
- Everyone always sees the latest changes
- Keeps the e-mail size small
- ⚠ Document must be saved in a shared location

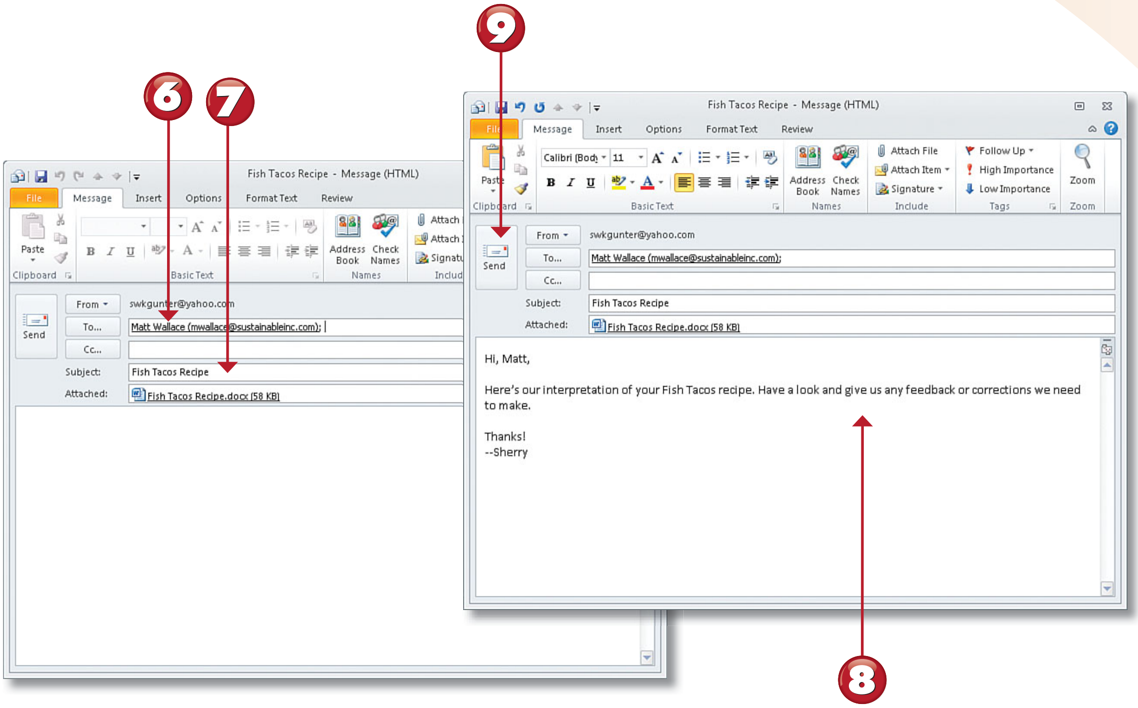
Attach a PDF copy of this document to an e-mail
- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed

1. Open the document you want to send.
2. Click the **File** tab on the Ribbon.
3. Click **Save & Send**.
4. Click **Send Using E-mail**.
5. Click **Send as Attachment**.

Continued



From:
To:
Cc:
Subject:


6
7
9
8
Fish Tacos Recipe - Message (HTML)
File
Message
Insert
Options
Format Text
Review
Paste
Clipboard
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Signature
Include
Follow Up
High Importance
Low Importance
Tags
Zoom
Send
From
To...
Cc...
Subject:
Attached:

From: swkgunter@yahoo.com

To...: Matt Wallace (mwallace@sustainableinc.com);

Subject: Fish Tacos Recipe

Attached: Fish Tacos Recipe.docx (58 KB)

Hi, Matt,

Here's our interpretation of your Fish Tacos recipe. Have a look and give us any feedback or corrections we need to make.

Thanks!
--Sherry

6. Your default e-mail client (in this case, Microsoft Outlook) opens a new message window with the file already attached. Type in the e-mail address (or addresses) you want to send to.
7. Word also inserts the filename as the subject for the message. Type a new subject heading for the message, if needed.
8. Type the message body.
9. Click **Send**.

End

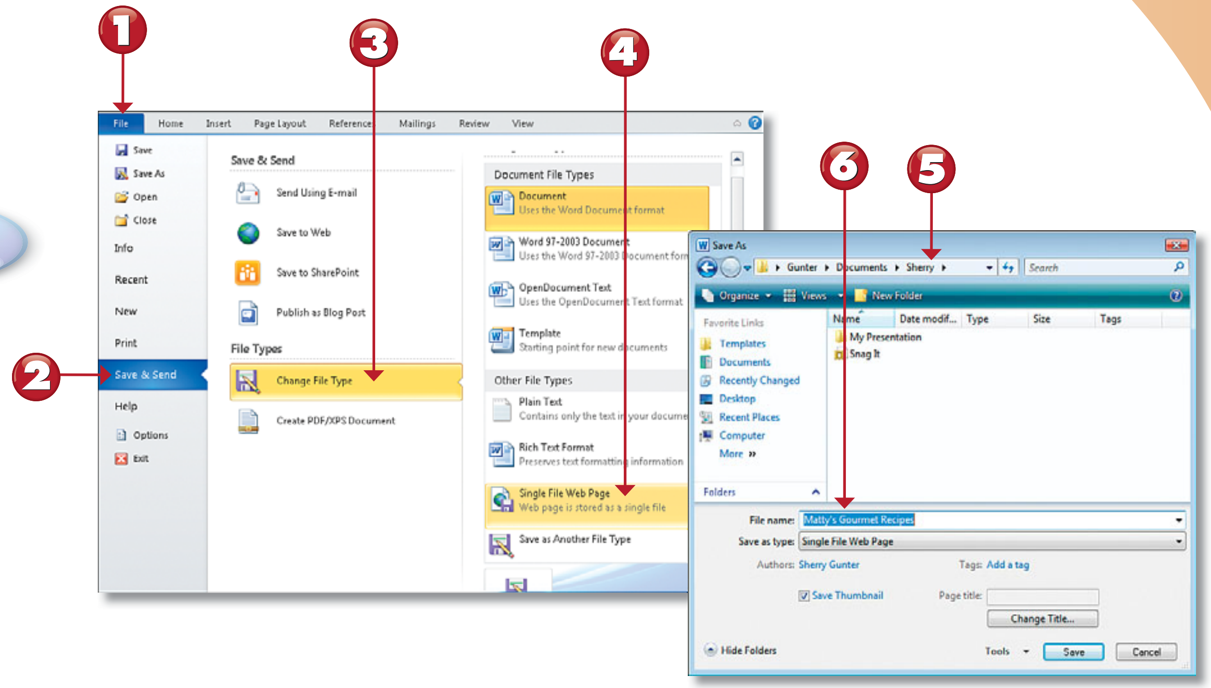
TIP

Change the File Type You can also choose to send the document as a PDF or XPS file, or even as an Internet Fax. Just click one of the other Send Using E-mail options in Backstage view. ■

TURNING A DOCUMENT INTO A WEB PAGE

You can save a Word document as a Web page. Turning your work into HTML format means anyone with a Web browser can view the file. This is a handy technique if the person you're sharing a file with doesn't have Microsoft Word. Just about everybody has a Web browser installed, and with such a program they can view HTML files. You can also upload the Web page to a server to share with Internet users.

Start


1
2
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4
5
6
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Save & Send
Send Using E-mail
Save to Web
Save to SharePoint
Publish as Blog Post
File Types
Change File Type
Create PDF/XPS Document
Document File Types
Document
Uses the Word Document format
Word 97-2003 Document
Uses the Word 97-2003 Document format
OpenDocument Text
Uses the OpenDocument Text format
Template
Starting point for new documents
Other File Types
Plain Text
Contains only the text in your document
Rich Text Format
Preserves text formatting information
Single File Web Page
Web page is stored as a single file
Save as Another File Type
Save As
Gunter ▸ Documents ▸ Sherry ▸
Search
Organize
Views
New Folder
Favorite Links
Templates
Documents
Recently Changed
Desktop
Recent Places
Computer
More »
Folders
Name
Date modif...
Type
Size
Tags
My Presentation
Snag It
Tags: Add a tag
Page title:
Change Title...
Hide Folders
Tools
Save
Cancel

File name: Matty's Gourmet Recipes

Save as type: Single File Web Page

Authors: Sherry Gunter

☑ Save Thumbnail

1. Click the File tab.

2. Click **Save & Send**.

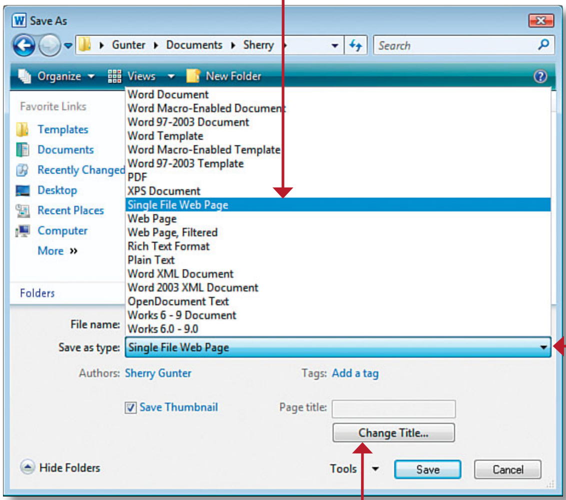
3. Click **Change File Type**.

4. In the Other File Types group, click **Single File Web Page**.

5. Navigate to the folder or drive to which you want to save the file.

6. In the Save As dialog box that appears, type a name for the file.

Continued


8
7
9
Save As
Gunter
Documents
Sherry
Search
Organize
Views
New Folder
Favorite Links
Templates
Documents
Recently Changed
Desktop
Recent Places
Computer
More
Folders
Word Document
Word Macro-Enabled Document
Word 97-2003 Document
Word Template
Word Macro-Enabled Template
Word 97-2003 Template
PDF
XPS Document
Single File Web Page
Web Page
Web Page, Filtered
Rich Text Format
Plain Text
Word XML Document
Word 2003 XML Document
OpenDocument Text
Works 6 - 9 Document
Works 6.0 - 9.0
Change Title...
Hide Folders
Tools
Save
Cancel

File name:

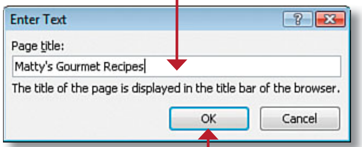
Save as type: Single File Web Page

Authors: Sherry Gunter

Tags: Add a tag

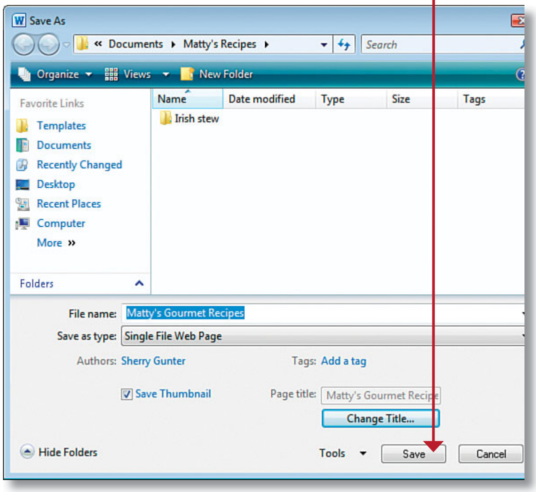
☑ Save Thumbnail

Page title:


10
11
Enter Text
OK
Cancel

Page title: Matty's Gourmet Recipes

The title of the page is displayed in the title bar of the browser.


12
Save As
Documents
Matty's Recipes
Search
Organize
Views
New Folder
Favorite Links
Templates
Documents
Recently Changed
Desktop
Recent Places
Computer
More
Folders
Name
Date modified
Type
Size
Tags
Irish stew
Change Title...
Hide Folders
Tools
Save
Cancel

File name: Matty's Gourmet Recipes

Save as type: Single File Web Page

Authors: Sherry Gunter

Tags: Add a tag

☑ Save Thumbnail

Page title: Matty's Gourmet Recipe

7 Click the **Save as type** drop-down arrow.

8 Click the type of Web page you want to create: **Single File Web Page**, **Web Page**, or **Web Page, Filtered**.

9 Click the **Change Title** button.

10 Type a title to appear in the browser window's title bar.

11 Click **OK**.

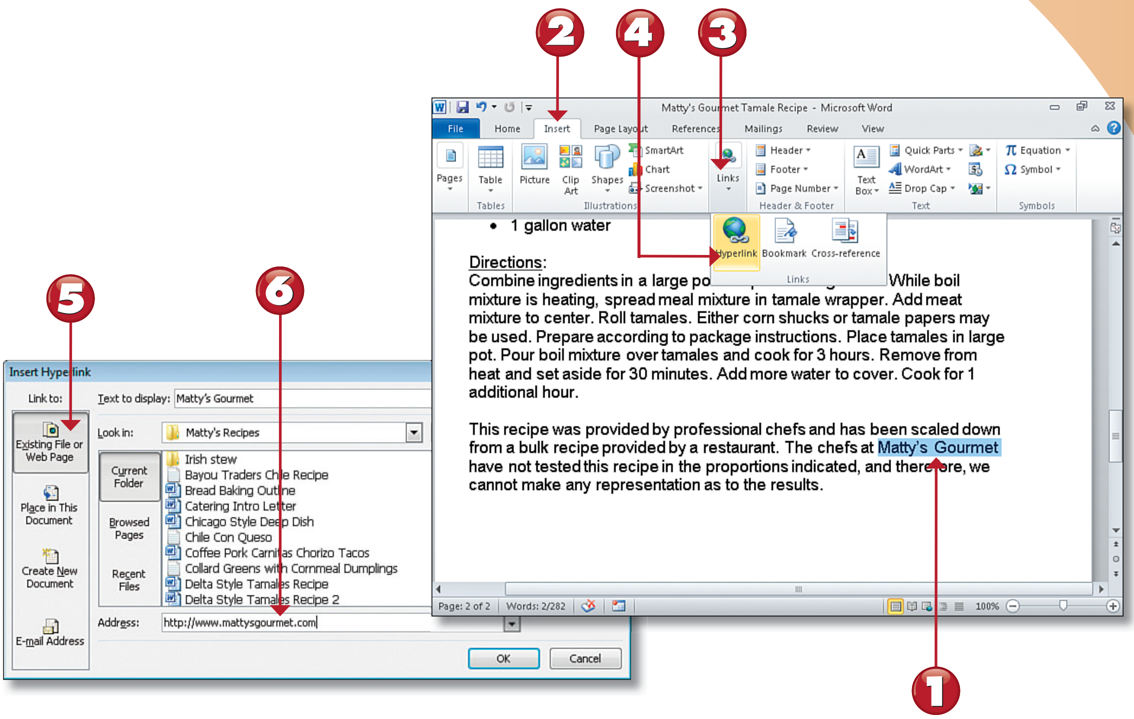
12 Click **Save**.

End

ADDING A HYPERLINK

You can use hyperlinks in your documents to link to Web pages, to another location on your computer, other Word documents, or even another spot within the same document. If you are linking to a Web page, you'll need to know the page's URL (address on the Web). This task focuses on linking to a Web page.

Start


2
4
3
5
6
1
Matty's Gourmet Tamale Recipe - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
Header & Footer
Text
Symbols
Hyperlink
Bookmark
Cross-reference
Links
Page: 2 of 2
Words: 2/282
100%
Insert Hyperlink
Link to:
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
Look in:
Matty's Recipes
Current Folder
Browsed Pages
Recent Files
Irish stew
Bayou Traders Chile Recipe
Bread Baking Outline
Catering Intro Letter
Chicago Style Deep Dish
Chile Con Queso
Coffee Pork Carnitas Chorizo Tacos
Collard Greens with Cornmeal Dumplings
Delta Style Tamales Recipe
Delta Style Tamales Recipe 2
OK
Cancel

- 1 gallon water

Directions:
Combine ingredients in a large po While boil mixture is heating, spread meal mixture in tamale wrapper. Add meat mixture to center. Roll tamales. Either corn shucks or tamale papers may be used. Prepare according to package instructions. Place tamales in large pot. Pour boil mixture over tamales and cook for 3 hours. Remove from heat and set aside for 30 minutes. Add more water to cover. Cook for 1 additional hour.

This recipe was provided by professional chefs and has been scaled down from a bulk recipe provided by a restaurant. The chefs at Matty's Gourmet have not tested this recipe in the proportions indicated, and therefore, we cannot make any representation as to the results.

Text to display: Matty's Gourmet

Address: http://www.mattysgourmet.com

① Select the text you want to turn into a hyperlink (you can select a single word, a phrase, or even a picture).

② Click the **Insert** tab.

③ Click **Links**.

④ Click **Hyperlink** to open the Insert Hyperlink dialog box.

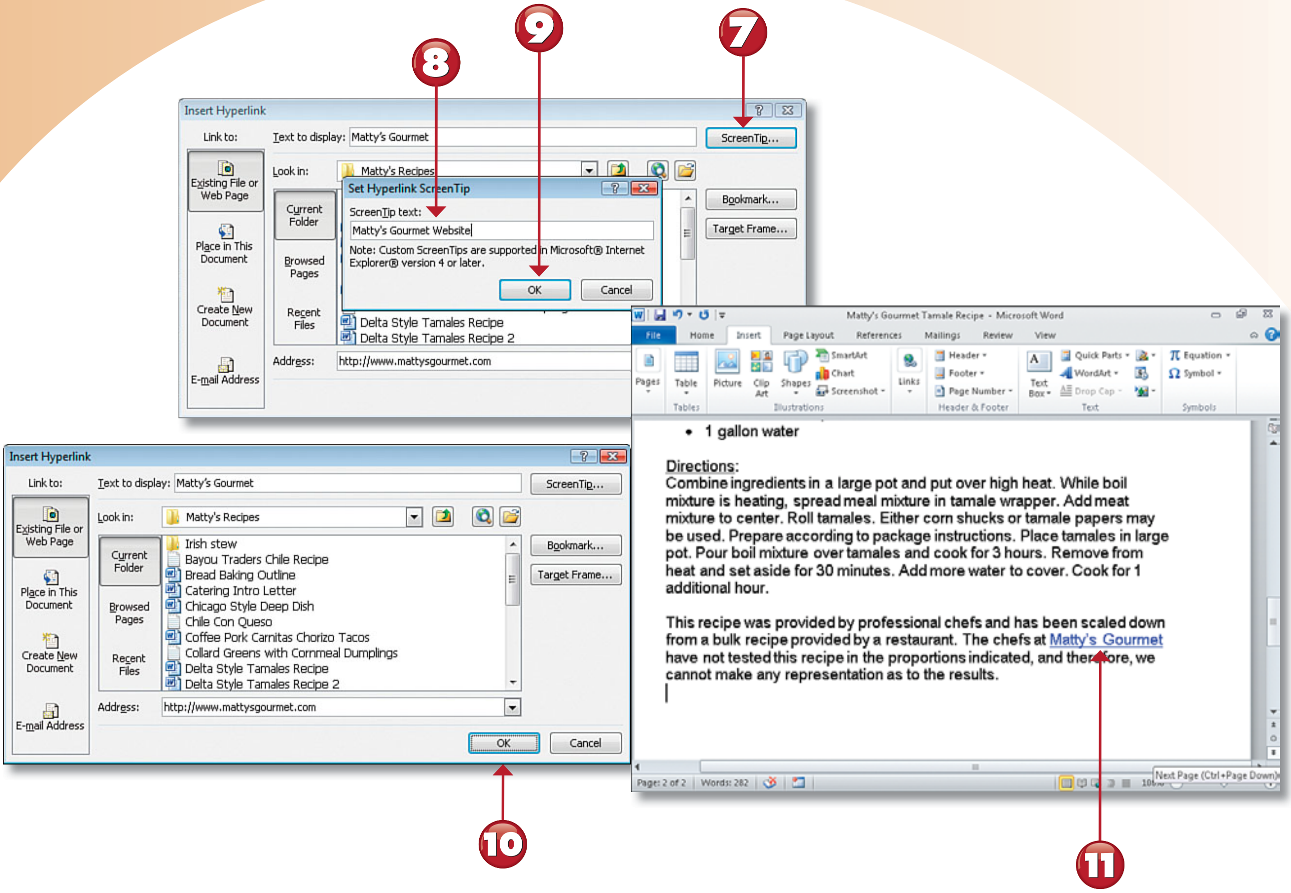
⑤ In the Link to box, click the item you want to link to, such as **Existing File or Web Page**.

⑥ If linking to a Web page, type the page's address here. If linking to another file or folder, choose one from the **Look in** box.

Continued

TIP

Other Types of Links You can also insert links in the form of bookmarks or cross-references in your Word documents. ■


8
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Insert Hyperlink
Link to:
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
Current Folder
Browsed Pages
Recent Files
ScreenTip...
Bookmark...
Target Frame...
OK
Cancel
Set Hyperlink ScreenTip
File
Home
Insert
Page Layout
References
Mailings
Review
View
Next Page (Ctrl+Page Down)

Text to display: Matty's Gourmet

Look in: Matty's Recipes

ScreenTip text: Matty's Gourmet Website

Note: Custom ScreenTips are supported in Microsoft® Internet Explorer® version 4 or later.

Irish stew
Bayou Traders Chile Recipe
Bread Baking Outline
Catering Intro Letter
Chicago Style Deep Dish
Chile Con Queso
Coffee Pork Carnitas Chorizo Tacos
Collard Greens with Cornmeal Dumplings
Delta Style Tamales Recipe
Delta Style Tamales Recipe 2

Address: http://www.mattysgourmet.com

Matty's Gourmet Tamale Recipe - Microsoft Word

- 1 gallon water

Directions:
Combine ingredients in a large pot and put over high heat. While boil mixture is heating, spread meal mixture in tamale wrapper. Add meat mixture to center. Roll tamales. Either corn shucks or tamale papers may be used. Prepare according to package instructions. Place tamales in large pot. Pour boil mixture over tamales and cook for 3 hours. Remove from heat and set aside for 30 minutes. Add more water to cover. Cook for 1 additional hour.

This recipe was provided by professional chefs and has been scaled down from a bulk recipe provided by a restaurant. The chefs at Matty's Gourmet have not tested this recipe in the proportions indicated, and therefore, we cannot make any representation as to the results.

Page: 2 of 2 | Words: 282

7 To add a ScreenTip to appear whenever anyone hovers the mouse pointer over the link, click the **ScreenTip** button.

8 Type description text here.

9 Click **OK** to close the dialog box.

10 Click **OK** to close the Insert Hyperlink dialog box.

11 Word converts the text to a hyperlink in the document. Click the link to activate the hyperlink.

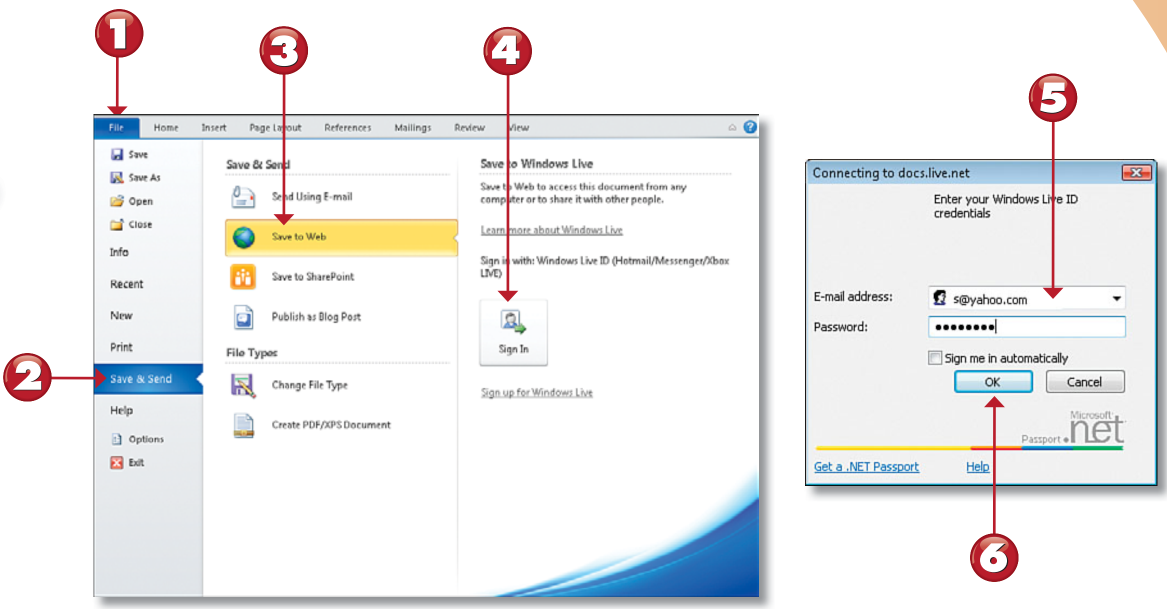
End

TIP

Link Away! You can link to existing files on your computer, places in a document, or to an e-mail address. Depending on which option you select, the settings in the Insert Hyperlink dialog box may vary. Just fill out the appropriate fields as needed to create the type of link you want. ■

STORING A DOCUMENT ON SKYDRIVE

You can share files online with a Windows Live account and the new Windows Live SkyDrive. SkyDrive offers you free server storage space you can use to store Word documents, pictures, and more. Once you've placed a document online, you can access it from any computer using an Internet connection. You must sign up for a Windows Live account in order to access the SkyDrive feature from Microsoft. To do so, visit the www.home.live.com website and follow the links for signing up for a Windows Live ID.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File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Save & Send
Send Using E-mail
Save to Web
Save to SharePoint
Publish as Blog Post
File Types
Change File Type
Create PDF/XPS Document
Save to Windows Live
Learn more about Windows Live
Sign In
Sign up for Windows Live
Connecting to docs.live.net
Sign me in automatically
OK
Cancel
Microsoft Passport .net
Get a .NET Passport
Help

Save to Web to access this document from any computer or to share it with other people.

Sign in with: Windows Live ID (Hotmail/Messenger/Xbox LIVE)

Enter your Windows Live ID credentials

E-mail address: s@yahoo.com

Password: ••••••••

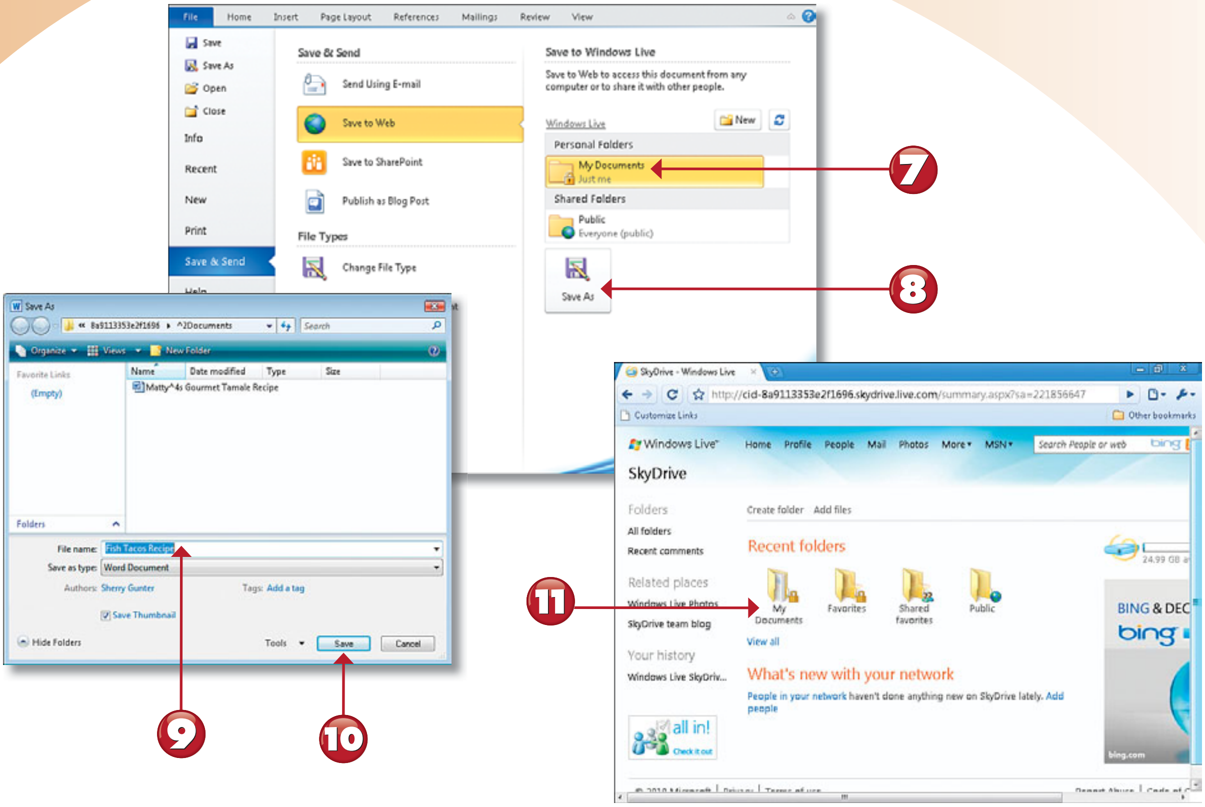
Start

1. Click the **File** tab.
2. Click **Save & Send**.
3. Click **Save to SkyDrive**.
4. Click **Sign In**.
5. Sign in to your Windows Live ID, entering your e-mail address and password.
6. Click **OK**.

Continued

TIP

Windows 7 Difference Your sign-in screen may differ than the one shown here if you're using Windows 7. ■


File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Save & Send
Send Using E-mail
Save to Web
Save to SharePoint
Publish as Blog Post
File Types
Change File Type
Save to Windows Live
Save to Web to access this document from any computer or to share it with other people.
Windows Live
New
Personal Folders
My Documents
Just me
Shared Folders
Public
Everyone (public)
Save As
7
8
Save As
Search
Organize
Views
New Folder
Favorite Links
(Empty)
Name
Date modified
Type
Size
Matty^4s Gourmet Tamale Recipe
Folders
File name: Fish Tacos Recipe
Save as type: Word Document
Authors: Sherry Gunter
Tags: Add a tag
☑ Save Thumbnail
Hide Folders
Tools
Save
Cancel
9
10
SkyDrive - Windows Live
http://cid-8a9113353e2f1696.skydrive.live.com/summary.aspx?sa=221856647
Customize Links
Other bookmarks
Windows Live
Home
Profile
People
Mail
Photos
More
MSN
Search People or web
SkyDrive
Folders
All folders
Recent comments
Related places
Windows Live Photos
SkyDrive team blog
Your history
Windows Live SkyDriv...
Create folder
Add files
Recent folders
My Documents
Favorites
Shared favorites
Public
View all
What's new with your network
People in your network haven't done anything new on SkyDrive lately. Add people
all in!
Check it out
24.99 GB a
BING & DEC
bing
bing.com
11

7. Click the folder you want to save to, such as the My Documents folder.

8. Click **Save As**.

9. Type a name for the file or use the default filename.

10. Click **Save**.

11. To view your files on SkyDrive, use your Web browser to navigate to **http://skydrive.live.com** and click the **My Documents** folder or the folder in which you stored the file.

End

TIP

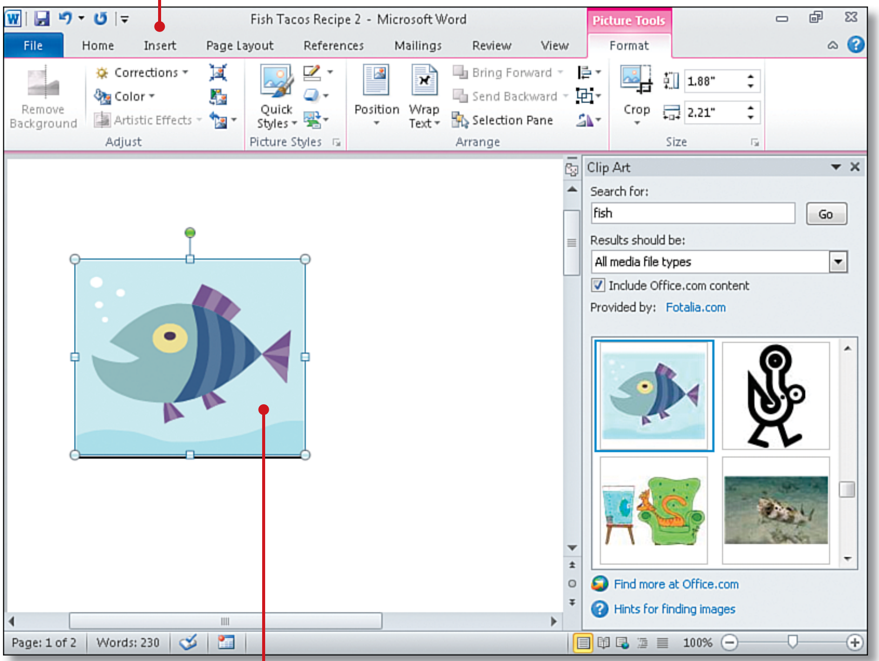
Finding SkyDrive You can type the SkyDrive URL directly into a browser window (http://skydrive.live.com) to navigate to the site, or you can use the link found in the File tab. Click the **File** tab, click **Share**, click **Save to SkyDrive**, then click the **Go to SkyDrive** link and sign in. ■

Chapter 12

USING WORD'S GRAPHIC TOOLS

Graphic elements are an important part of creating documents that make an impact and convey your message. Graphic elements are also an important part of giving your documents visual interest and extra polish. Graphic elements can include clip art, digital pictures, drawn shapes and charts, text effects, text boxes, and more. For terminology's sake, we'll just categorize these elements as graphic objects since they can be inserted, moved around, and resized on the document page.

The Insert tab on the Ribbon offers all kinds of graphic objects you can insert into your Word documents.


Fish Tacos Recipe 2 - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
1.88"
2.21"
Size
Clip Art
Go
Find more at Office.com
Hints for finding images
Page: 1 of 2
Words: 230
100%

Search for: fish

Results should be: All media file types

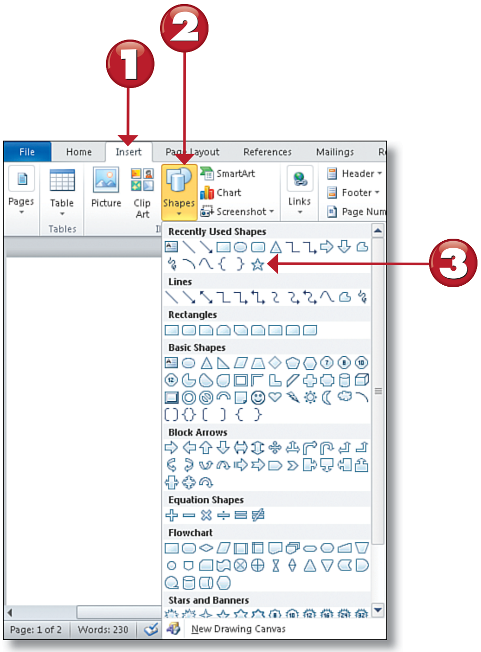
☑ Include Office.com content

Provided by: Fotalia.com

An easy way to illustrate your documents is to use clip art. You can choose from a wide variety of clip art that installs with Word and is also available through the Office.com website.

DRAWING WITH AUTOSHAPES

Word 2010 installs with a large set of pre-drawn shapes, called AutoShapes. For example, you can use AutoShapes to create logos and simple drawings. You can draw basic shapes, such as circles and squares, or more elaborate shapes, such as a starburst or callout balloon. You can also use AutoShapes to draw lines and arrows. Once you draw a shape, you can add a fill color, change the border, and apply special styles, shadow, and 3D effects. The Format tab appears offering all kinds of formatting tools for the shape.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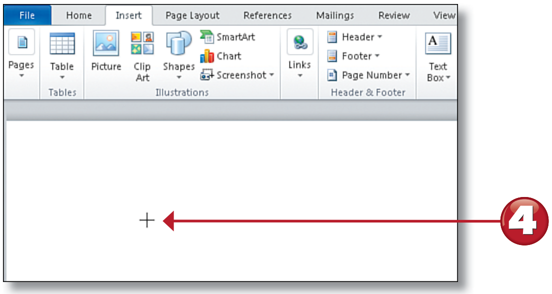
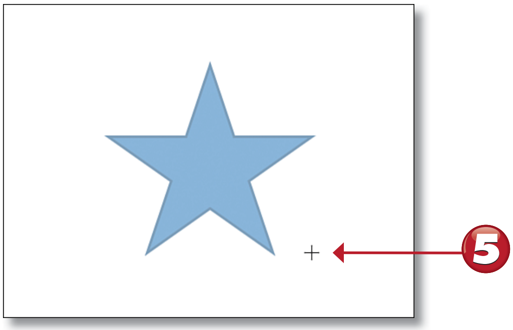
File
Home
Insert
Page Layout
References
Mailings
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Num
Tables
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
New Drawing Canvas
Page: 1 of 2
Words: 230


4
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Tables
Illustrations
Header & Footer



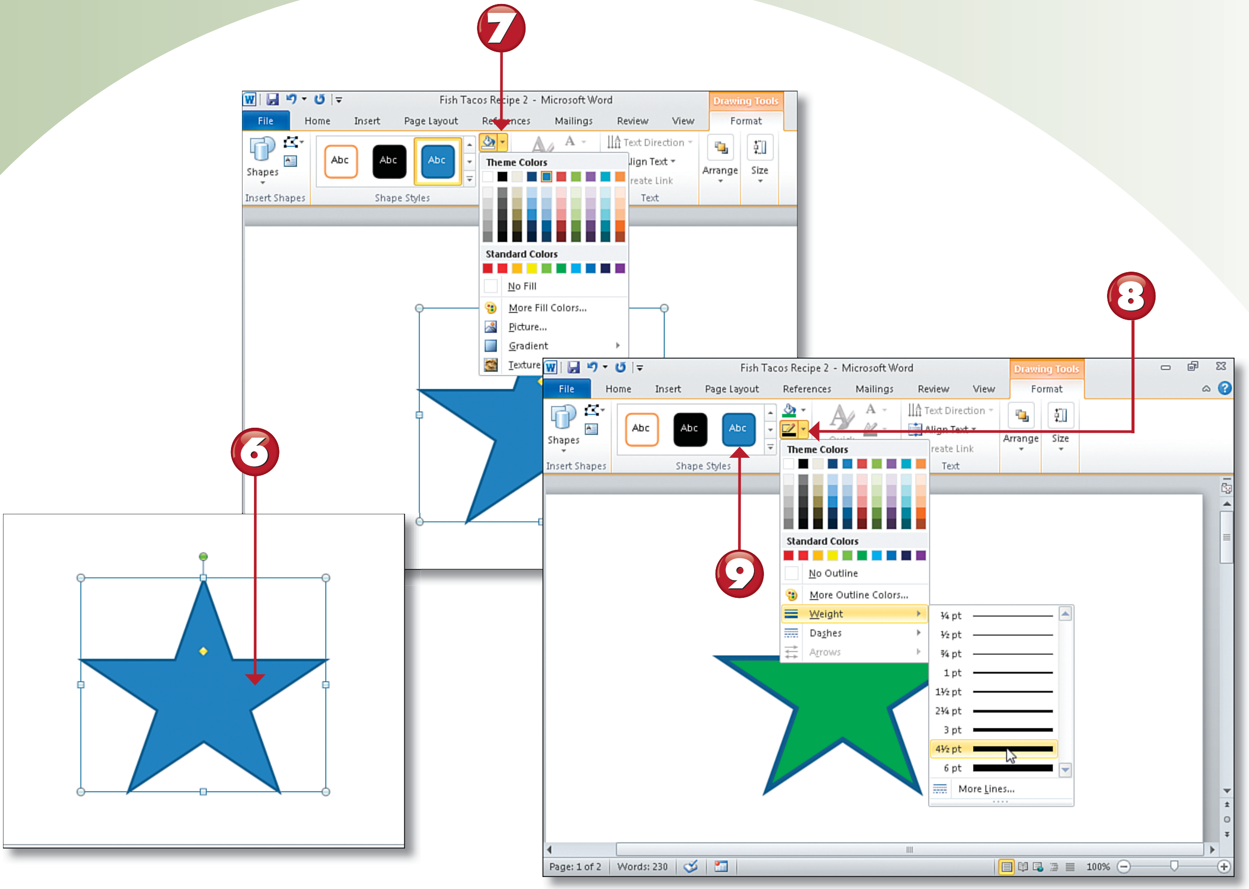
Start

1. Click **Insert**.
2. Click **Shapes**.
3. Click the shape you want to draw.
4. The mouse pointer changes to a crosshair icon.
5. Click and drag on the document to determine the size of the shape.

Continued

TIP

Save a Logo Although you cannot save a logo you create out of AutoShapes and other graphic elements in Word, you can group the items together and copy them to another program, such as Windows Paint, and save the graphic as a logo there instead. To learn more about grouping items in Word, see the task "Grouping Objects" later in this chapter.


7
8
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Fish Tacos Recipe 2 - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Shapes
Insert Shapes
Shape Styles
Text Direction
Align Text
Create Link
Text
Arrange
Size
Theme Colors
Standard Colors
No Fill
More Fill Colors...
Picture...
Gradient
Texture
No Outline
More Outline Colors...
Weight
Dashes
Arrows
¼ pt
½ pt
¾ pt
1 pt
1½ pt
2¼ pt
3 pt
4½ pt
6 pt
More Lines...
Page: 1 of 2
Words: 230
100%

6 Release the mouse button and the shape is completed and surrounded by a border with selection handles.

7 To add a fill color to the shape, click here and choose a color.

8 To change the border, click here and choose a color or line weight.

9 To add an instant style including a fill color and border, click a shape style.

End

TIP

Building Logos You can build your own logo by layering shapes, WordArt objects, or text boxes. To learn more about WordArt, see the task “Inserting a WordArt Object” later in this chapter. To learn more about text boxes, see “Inserting a Text Box Object.” To learn about ordering graphic objects, see the task “Layering Objects.” ■

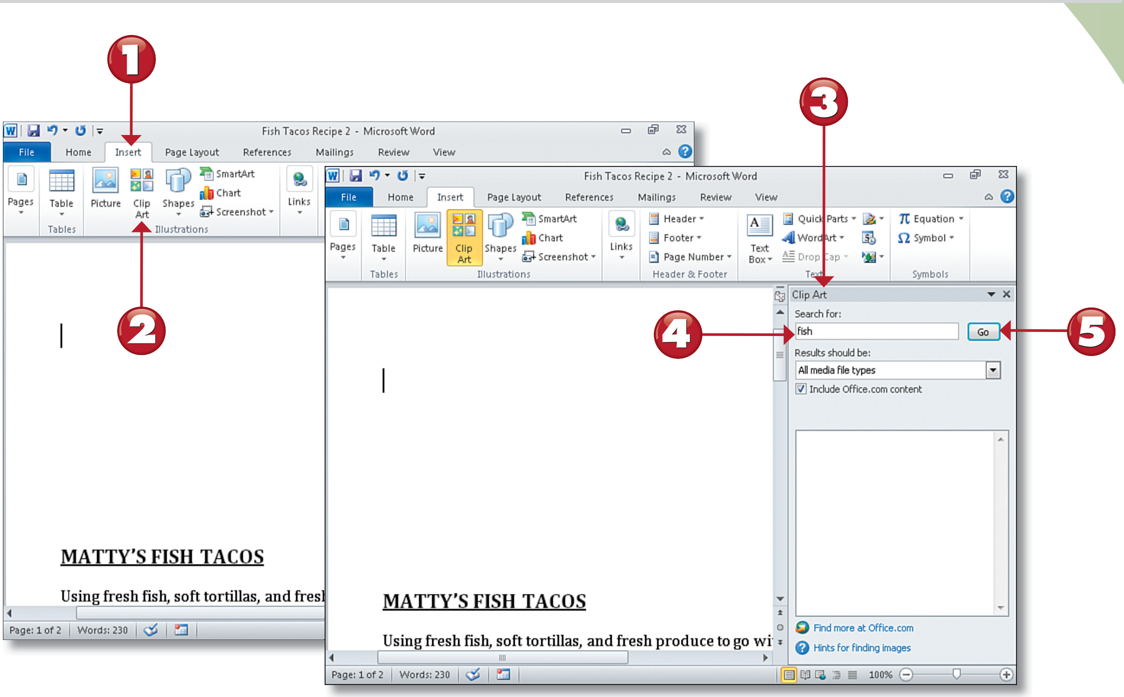
TIP

Formatting Options You can also find formatting for your shapes in the Format Shape dialog box. Right-click the shape on the document, then click **Format Shape** to open the dialog box. ■

INSERTING CLIP ART

If drawing your own artwork doesn't sound appealing, then add some clip art instead. Clip art is pre-drawn artwork you can insert into your documents and manipulate or format as you like. Clip art comes in a variety of categories and styles, and includes drawings, photos, and even sound or animation clips. You can sort through the available artwork using the Clip Art task pane. You can also include the Office.com website as part of your search for clip art that meets your document needs.

Start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Fish Tacos Recipe 2 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
Header & Footer
Text
Symbols
Clip Art
Go
Find more at Office.com
Hints for finding images
Page: 1 of 2
Words: 230
100%

Search for: fish

Results should be: All media file types

☑ Include Office.com content

MATTY'S FISH TACOS

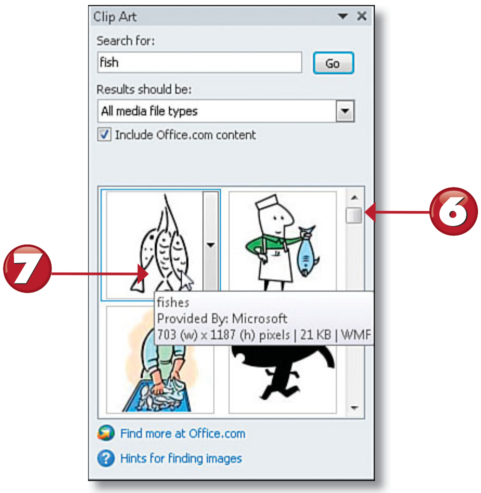
Using fresh fish, soft tortillas, and fresh produce to go wi

1. Click **Insert**.
2. Click **Clip Art**.
3. Word opens the Clip Art pane.
4. Type a word or phrase related to the type of clip art you want to use.
5. Click **Go** or press **Enter**.

Continued

TIP

Resizing Clip Art To resize clip art, select the art and then move the mouse pointer over a corner or side selection handle. You can then drag the border to a new size. To keep the clip art proportional, drag a corner selection handle. To rotate the artwork, click and drag the green selection handle/circle at the top of the clip art.

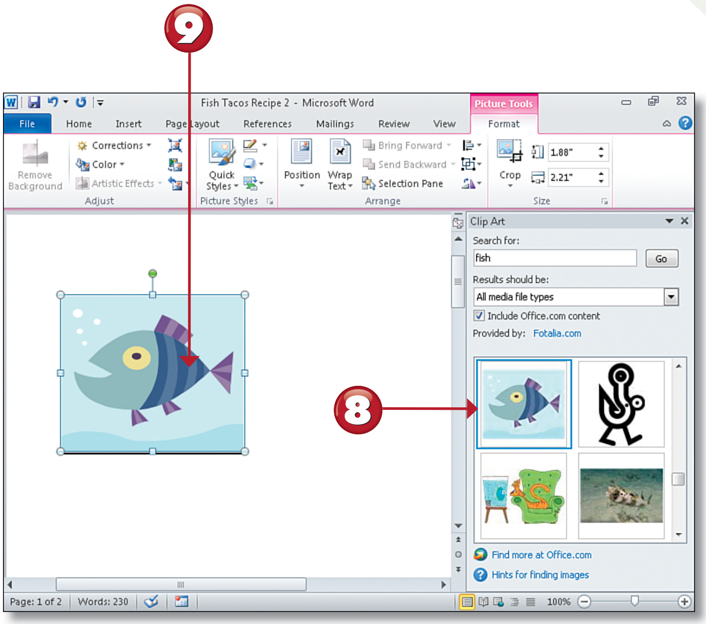

7
6
Clip Art
Go
Find more at Office.com
Hints for finding images

Search for: fish

Results should be: All media file types

☑ Include Office.com content

fishes
Provided By: Microsoft
703 (w) x 1187 (h) pixels | 21 KB | WMF


9
8
Fish Tacos Recipe 2 - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
Size
Clip Art
Go
Find more at Office.com
Hints for finding images
Page: 1 of 2
Words: 230
100%

Height 1.88", Width 2.21"

Search for: fish

Results should be: All media file types

☑ Include Office.com content

Provided by: Fotalia.com

6 The Clip Art pane displays any matching results. You can scroll through the list to view the clip art.

7 To learn more about a particular piece of clip art, simply move the mouse pointer over the artwork to reveal a brief description about the dimensions and file type.

8 When you find clip art you want to use, click it.

9 Word immediately inserts it into the document. You can move or resize the clip art to suit your document needs.

End

TIP

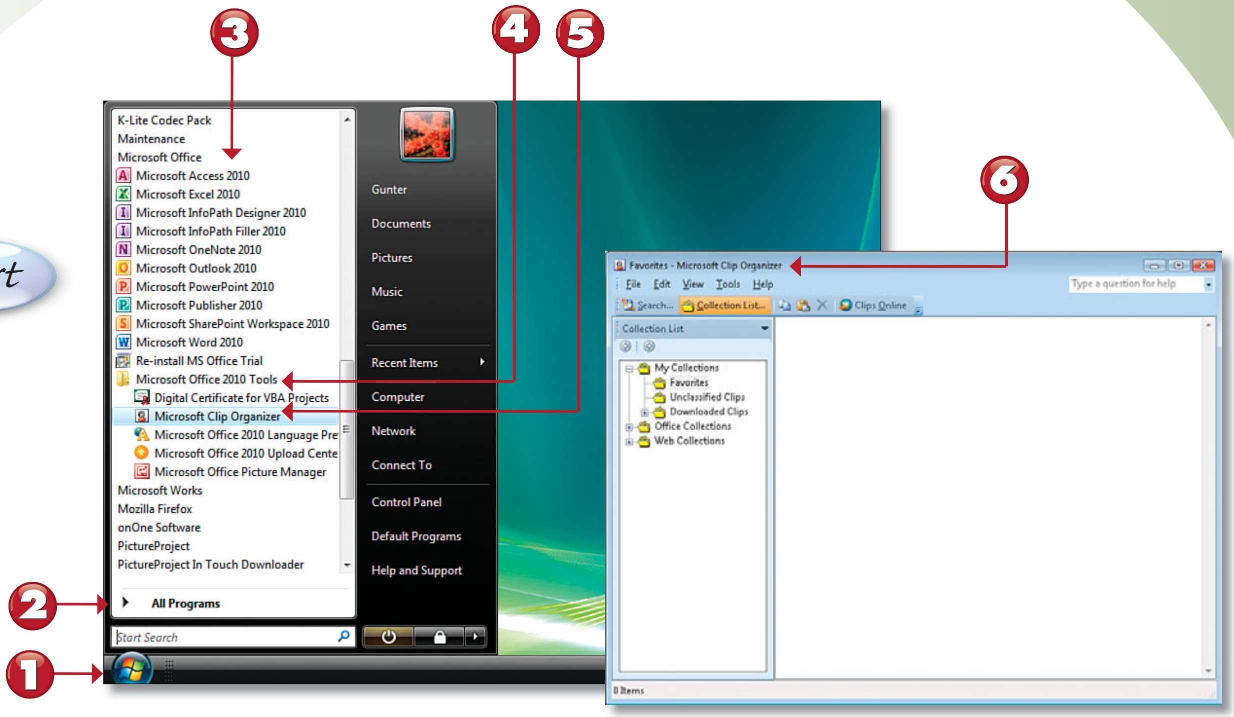
Moving Clip Art To move clip art, click it to select it, then move the mouse pointer over the clip art until it takes the shape of a four-sided arrow pointer. Drag the clip art object and drop it where you want it to go. ■

TIP

Delete It To remove clip art, click it and press the **Delete** key. ■

ORGANIZING CLIP ART WITH THE CLIP ORGANIZER

You can access clip art libraries stored on your computer in addition to the clip art that comes with Word 2010. The Microsoft Clip Organizer is the place to go to organize and view clip art on your computer. You can use the feature to search for clip art, add and organize clip art, and remove clip art you no longer want.

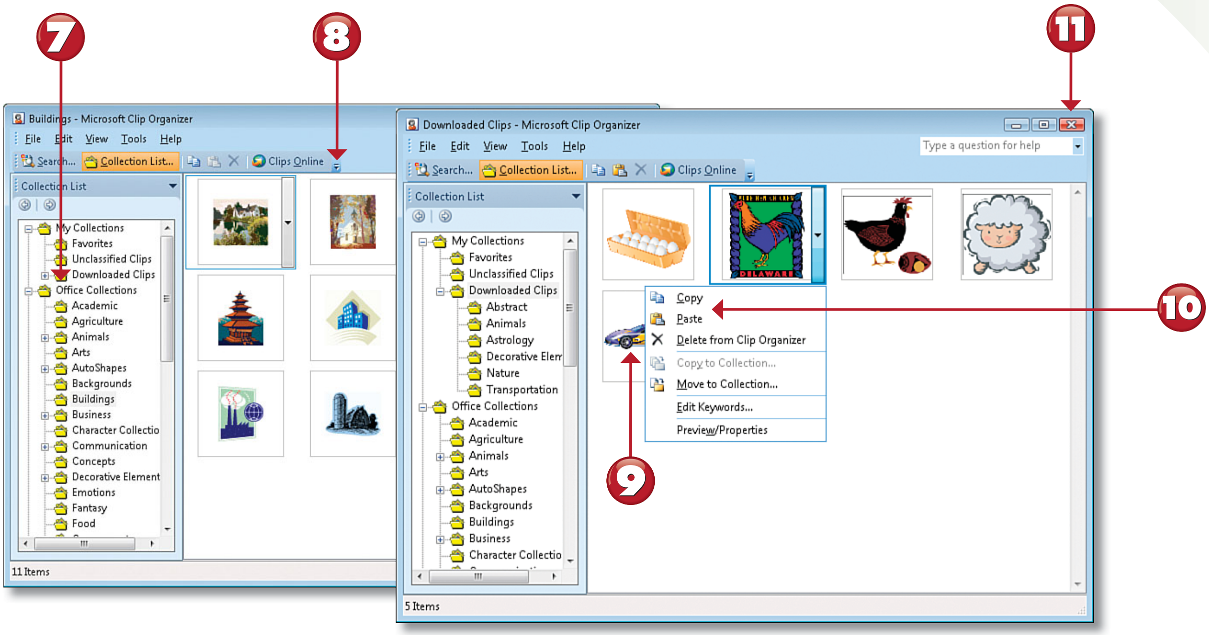

3
4
5
6
K-Lite Codec Pack
Maintenance
Microsoft Office
Microsoft Access 2010
Microsoft Excel 2010
Microsoft InfoPath Designer 2010
Microsoft InfoPath Filler 2010
Microsoft OneNote 2010
Microsoft Outlook 2010
Microsoft PowerPoint 2010
Microsoft Publisher 2010
Microsoft SharePoint Workspace 2010
Microsoft Word 2010
Re-install MS Office Trial
Microsoft Office 2010 Tools
Digital Certificate for VBA Projects
Microsoft Clip Organizer
Microsoft Office 2010 Language Pre
Microsoft Office 2010 Upload Cente
Microsoft Office Picture Manager
Microsoft Works
Mozilla Firefox
onOne Software
PictureProject
PictureProject In Touch Downloader
All Programs
Start Search
Gunter
Documents
Pictures
Music
Games
Recent Items
Computer
Network
Connect To
Control Panel
Default Programs
Help and Support
Favorites - Microsoft Clip Organizer
File Edit View Tools Help
Type a question for help
Search... Collection List... Clips Online
Collection List
My Collections
Favorites
Unclassified Clips
Downloaded Clips
Office Collections
Web Collections
0 Items
2
1

1. Click the **Start** menu.
2. Click **All Programs**.
3. Click **Microsoft Office**.
4. Click **Microsoft Office 2010 Tools**.
5. Click **Microsoft Clip Organizer**.
6. The Microsoft Clip Organizer window opens.

Continued

TIP

View Properties To view a clip's properties, click the clip's drop-down arrow and click **Preview/Properties**. This opens the Preview/Properties dialog box where you can find all kinds of information about the clip, such as dimensions, location path, assigned keywords, resolution, and more. ■


7
8
11
10
9
Buildings - Microsoft Clip Organizer
File Edit View Tools Help
Search... Collection List... Clips Online
Collection List
My Collections
Favorites
Unclassified Clips
Downloaded Clips
Office Collections
Academic
Agriculture
Animals
Arts
AutoShapes
Backgrounds
Buildings
Business
Character Collectio
Communication
Concepts
Decorative Element
Emotions
Fantasy
Food
11 Items
Downloaded Clips - Microsoft Clip Organizer
Type a question for help
Abstract
Astrology
Decorative Elem
Nature
Transportation
Copy
Paste
Delete from Clip Organizer
Copy to Collection...
Move to Collection...
Edit Keywords...
Preview/Properties
5 Items

7 The Clip Organizer lists your clip art collections here. You can click a collection folder to expand or collapse the folder view.

8 You can use the toolbar to perform a search; view the collection as a list; copy, paste, and delete clip art; and search for clip art online.

9 To perform an action on a piece of clip art, move the mouse pointer over the artwork and click the drop-down arrow that appears.

10 Choose an action.

11 To close the window, click here.

End

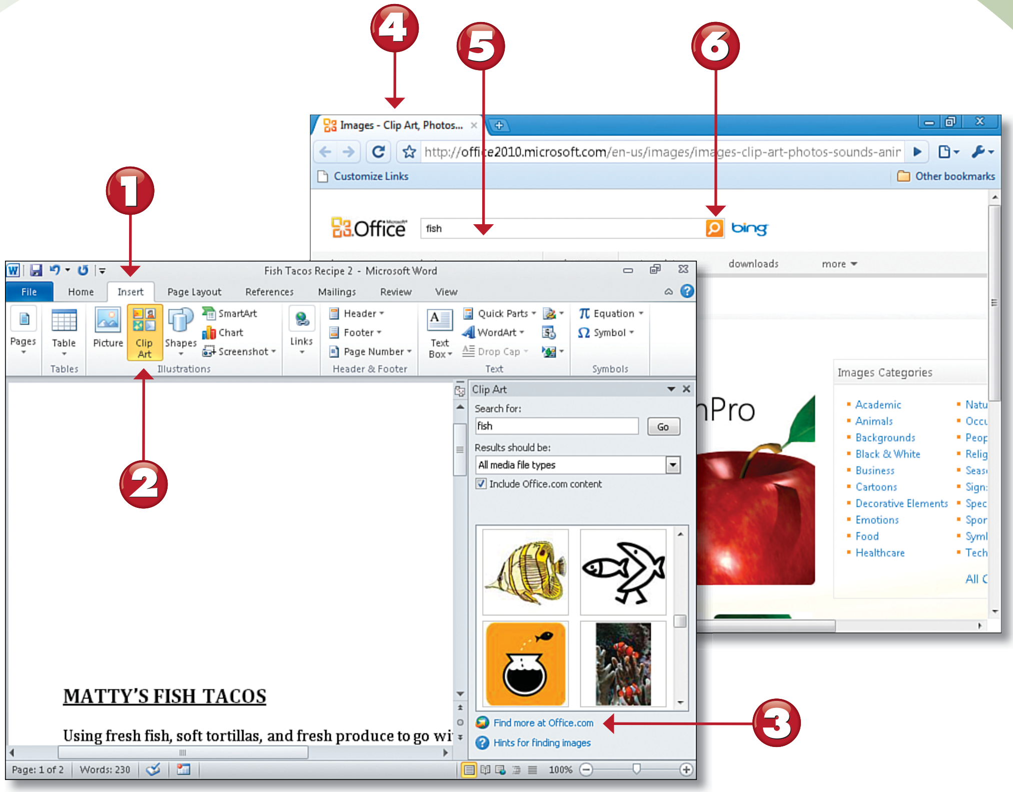
TIP

Searching for Clips To search for a particular piece of artwork, click the **Search** button in the Organizer window's toolbar to open the Search pane. Next, type the keyword you want to search for and press **Enter** or click the **Go** button. Microsoft Clip Organizer lists any matches. ■

FINDING CLIP ART ONLINE

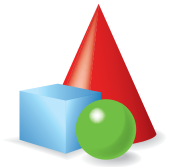
You can also visit the Microsoft Office website and look for more clip art to add to your clip art collections. When you find clip art online, you can download it into the Clip Organizer and use it in your Word documents as well as other Office 2010 programs.

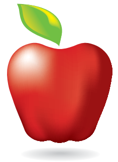
Start

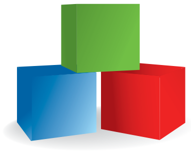

4
5
6
1
2
3
Images - Clip Art, Photos...
http://office2010.microsoft.com/en-us/images/images-clip-art-photos-sounds-anir
Customize Links
Other bookmarks
Office
fish
bing
downloads
more
Images Categories
Academic
Animals
Backgrounds
Black & White
Business
Cartoons
Decorative Elements
Emotions
Food
Healthcare
Fish Tacos Recipe 2 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
Header & Footer
Text
Symbols
Clip Art
Search for:
fish
Go
Results should be:
All media file types
☑ Include Office.com content
Find more at Office.com
Hints for finding images
MATTY'S FISH TACOS
Using fresh fish, soft tortillas, and fresh produce to go wi
Page: 1 of 2
Words: 230
100%

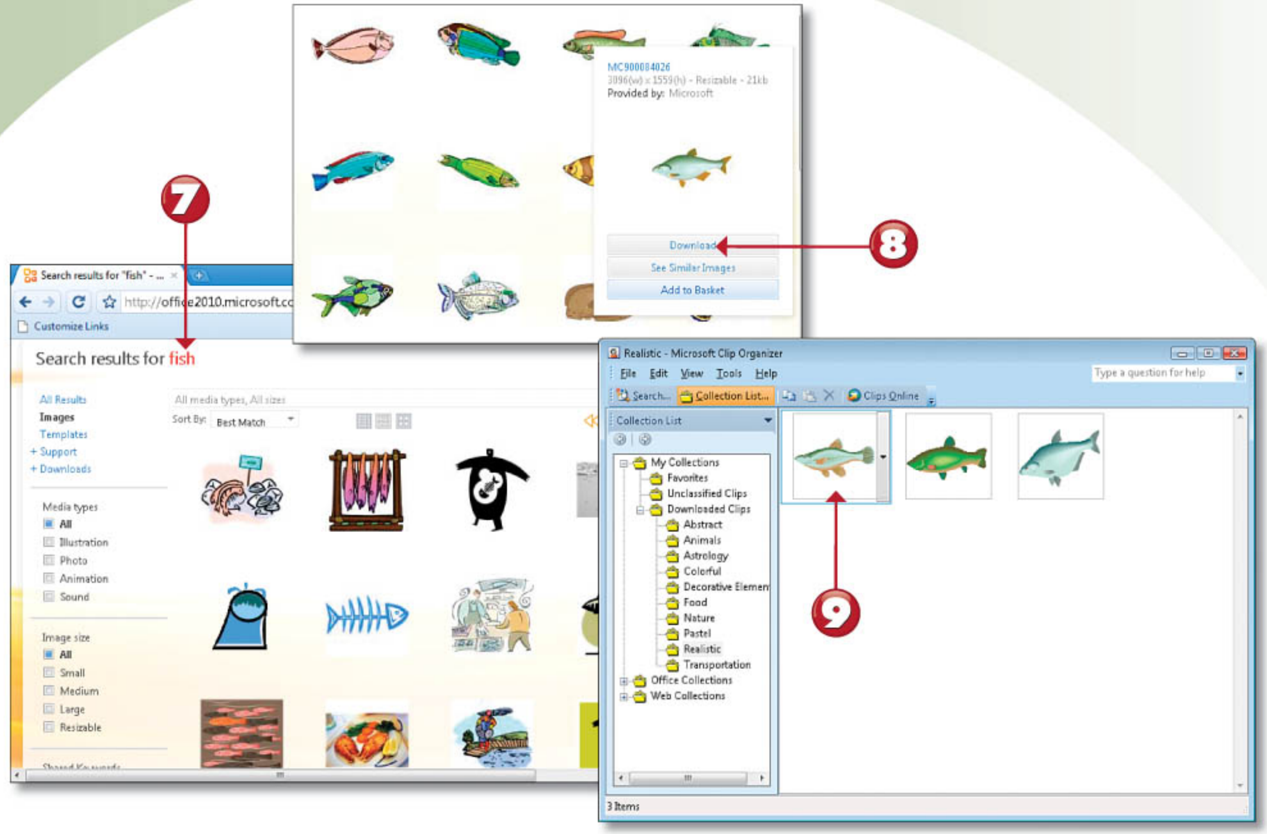
1. Click **Insert**.
2. Click **Clip Art**.
3. At the bottom of the Clip Art pane, click **Find more at Office.com**.
4. Your default Web browser opens to the Office.com site's Images page.
5. Type a keyword or phrase describing the type of clip art you want to view.
6. Press **Enter** or click the **Search** button.

Continued








7
8
9
Search results for "fish"
http://office2010.microsoft.com
Customize Links
Search results for fish
All Results
Images
Templates
+ Support
+ Downloads
Media types
All
Illustration
Photo
Animation
Sound
Image size
All
Small
Medium
Large
Resizable
All media types, All sizes
Sort By: Best Match
MC900084026
3096(w) x 1559(h) - Resizable - 21kb
Provided by: Microsoft
Download
See Similar Images
Add to Basket
Realistic - Microsoft Clip Organizer
File Edit View Tools Help
Type a question for help
Search...
Collection List...
Clips Online
Collection List
My Collections
Favorites
Unclassified Clips
Downloaded Clips
Abstract
Animals
Astrology
Colorful
Decorative Elemen
Food
Nature
Pastel
Realistic
Transportation
Office Collections
Web Collections
3 Items

7 The Search Results page displays any matches.

8 Move the mouse pointer over the clip art you want to download and click **Download**.

9 The artwork is downloaded and added to the Microsoft Clip Organizer window's Downloaded Clips folder.

End

TIP

Office.com Anytime you want to visit the Office website and view clip art, simply type in **www.office.com** to open the Microsoft Office Online site and click the **Clip Art** link. ■

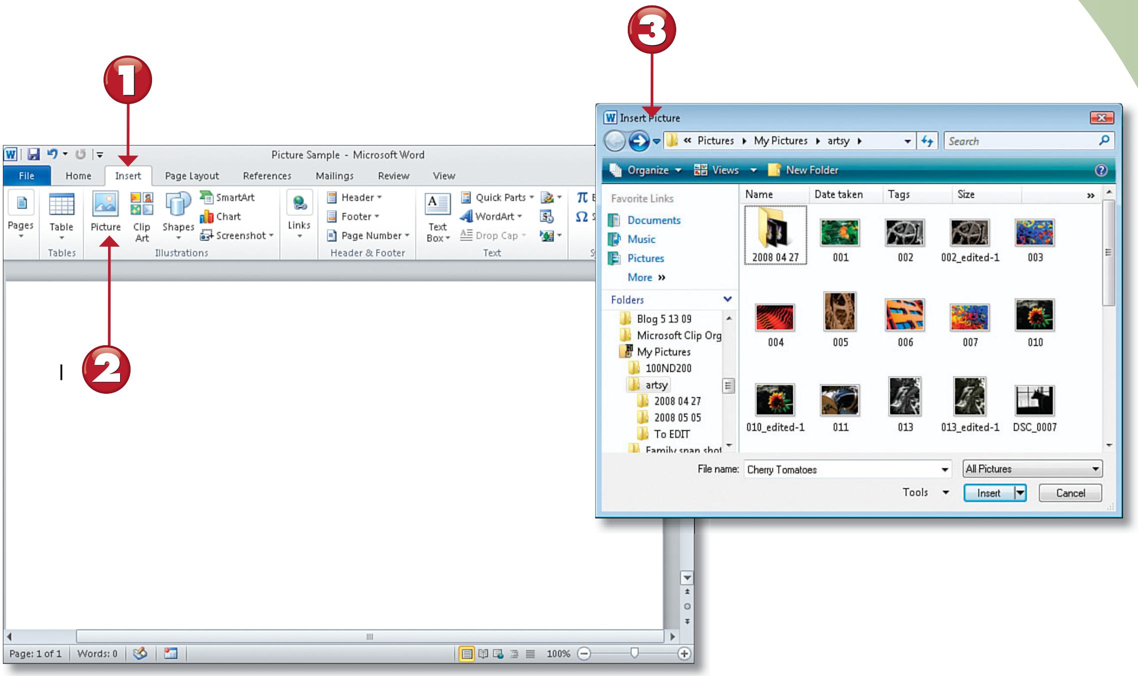
TIP

License Agreement If this is your first time downloading clip art, you may need to agree to the Microsoft License Agreement before downloading. Just follow the onscreen prompts as needed. ■

INSERTING A PICTURE

You can insert digital photographs, or pictures, into your document to illustrate and add visual appeal. You can insert JPEG, GIF, PNG, and other popular image file types. Once you insert a picture, you can apply formatting, move or resize the image, or control how text wraps around the picture.

Start


1
2
3
Picture Sample - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Tables
Illustrations
Header & Footer
Text
Page: 1 of 1
Words: 0
100%
Insert Picture
Pictures
My Pictures
artsy
Search
Organize
Views
New Folder
Favorite Links
Documents
Music
Pictures
More
Folders
Blog 5 13 09
Microsoft Clip Org
My Pictures
100ND200
artsy
2008 04 27
2008 05 05
To EDIT
Family snap shot
Name
Date taken
Tags
Size
2008 04 27
001
002
002_edited-1
003
004
005
006
007
010
010_edited-1
011
013
013_edited-1
DSC_0007
File name:
Cherry Tomatoes
All Pictures
Tools
Insert
Cancel

1. Click **Insert**.

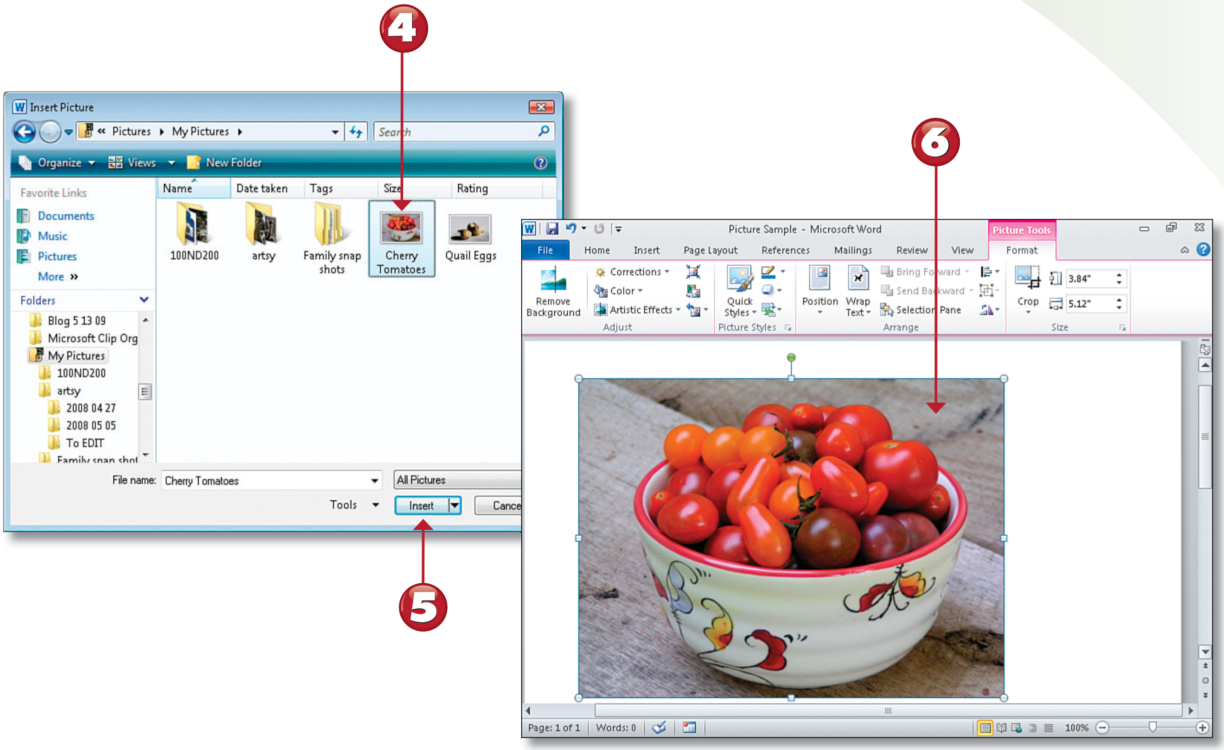
2. Click **Picture**.

3. The Insert Picture dialog box opens.

Continued

TIP

Formatting Pictures You can use the tools on the **Format** tab under Picture Tools to format your picture in a variety of ways. You can make color corrections, apply artistic effects to make a picture look like a painting, add a border, control text wrapping, and crop the picture. ■


4
5
6
Insert Picture
« Pictures › My Pictures ›
Search
Organize
Views
New Folder
Favorite Links
Documents
Music
Pictures
More »
Folders
Blog 5 13 09
Microsoft Clip Org
My Pictures
100ND200
artsy
2008 04 27
2008 05 05
To EDIT
Family snap shot
Name
Date taken
Tags
Size
Rating
100ND200
artsy
Family snap shots
Cherry Tomatoes
Quail Eggs
File name: Cherry Tomatoes
All Pictures
Tools
Insert
Cancel
Picture Sample - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
3.84"
5.12"
Size
Page: 1 of 1
Words: 0
100%

4 Navigate to the file you want to insert and select the file.

5 Click **Insert**.

6 Word inserts the image and displays the Picture Tools on the Ribbon. You can resize or move the image as needed.

End

TIP

Quick Styles You can apply a variety of Quick Styles to your picture to add a border or change the picture shape. Simply click the **Quick Styles** button on the Format tab and choose a style from the gallery that appears. ■

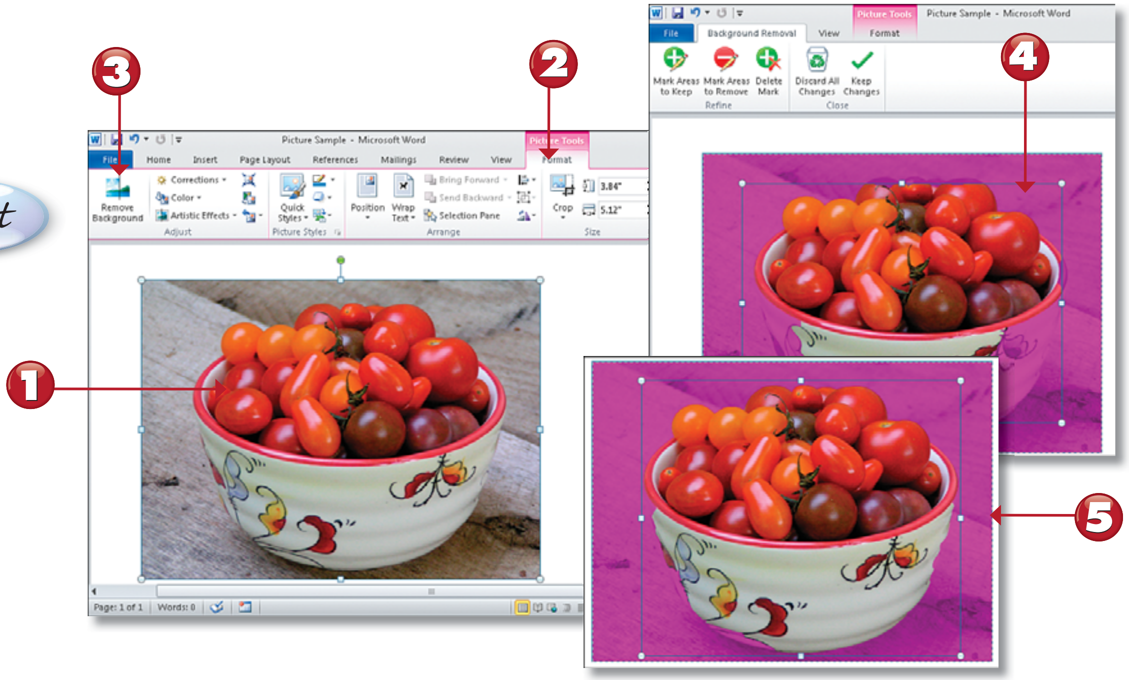
TIP

Delete It To remove a picture from your document, click it and press the **Delete** key. ■

REMOVING AN IMAGE BACKGROUND

New to Word 2010, you can remove the background from a picture using the Background Removal tool. This unique tool acts much like similar tools found in photo-editing programs, allowing you to cut out parts of the background and focus just on the subject of the picture. Depending on the image, you may have to fine-tune the selection process to determine just what parts of the image stay in or are cut out.

Start

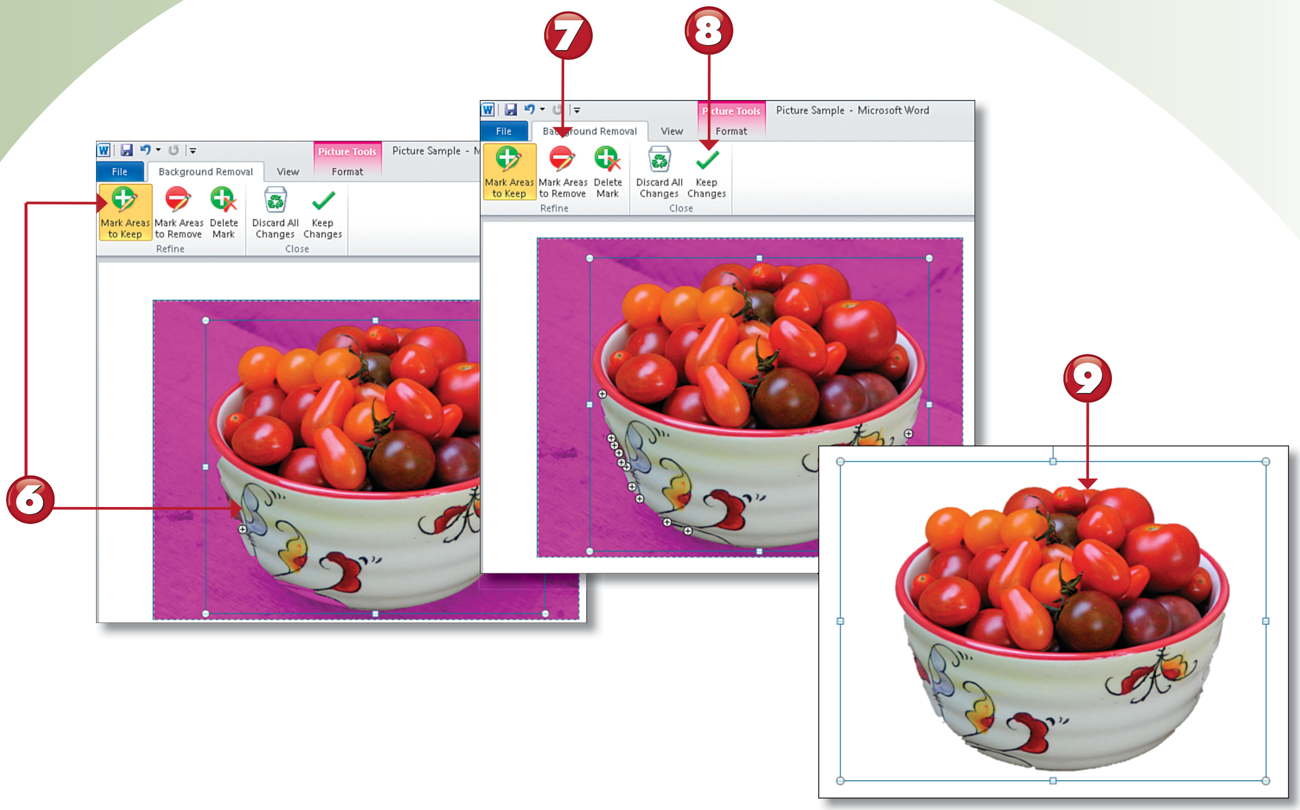

3
2
4
1
5
Picture Sample - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
3.84"
5.12"
Size
Page: 1 of 1
Words: 0
Background Removal
Mark Areas to Keep
Mark Areas to Remove
Delete Mark
Refine
Discard All Changes
Keep Changes
Close

1. Click the image you want to edit.
2. Click the **Format** tab under Picture Tools on the Ribbon.
3. Click **Remove Background**.
4. Word opens the Background Removal tab and the tool attempts to place a selection marquee around the subject of the picture.
5. Click and drag the marquee selection handles to make sure the subject you want to keep is within the marquee borders.

Continued

TIP

More Edits To retouch the image some more, you can revisit the Background Removal tab. Just click the **Remove Background** tool again to view the tab. ■


7
8
Picture Tools
Picture Sample - Microsoft Word
File
Background Removal
View
Format
Mark Areas to Keep
Mark Areas to Remove
Delete Mark
Refine
Discard All Changes
Keep Changes
Close
6
9

6 If the Background Removal tool is leaving out an important area, click the **Mark Areas to Keep** button and click the area to keep in the subject.

7 Click additional areas to keep, as needed. To remove an area instead, click the **Mark Areas to Remove** button and click the area.

8 Click the **Keep Changes** button or click anywhere outside the image to view the removal.

9 Word removes the background.

End

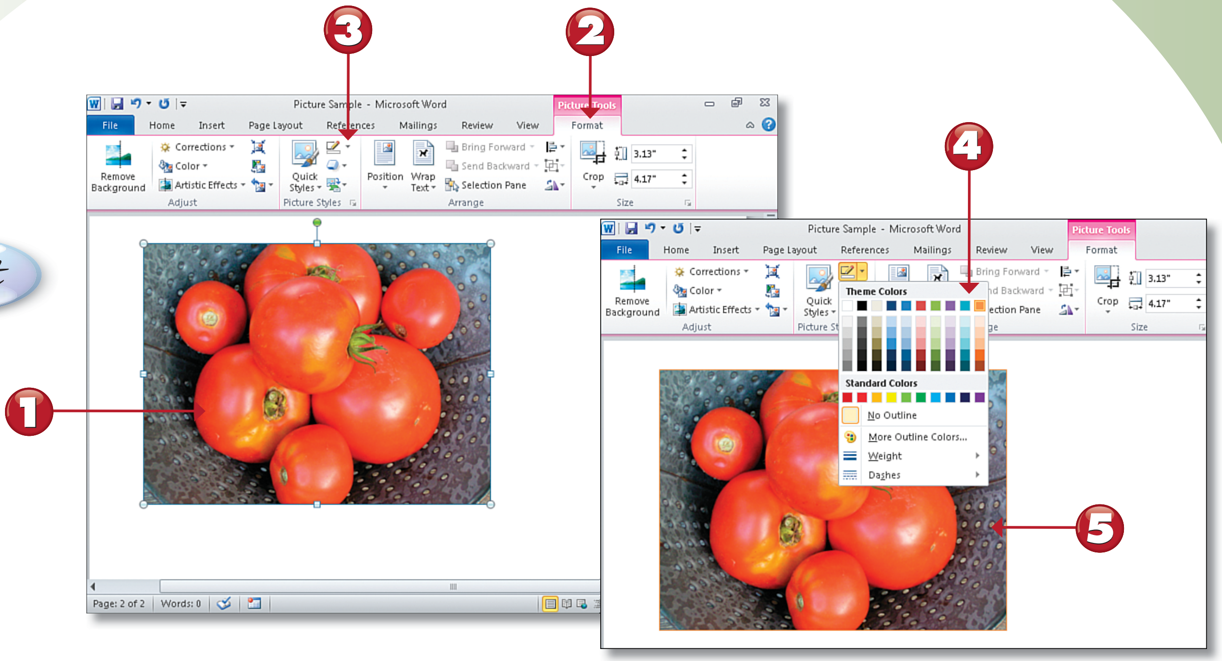
TIP

Discard Edits To return your picture to the way you found it, display the Background Removal tab and click the **Discard All Changes** button. ■

ADDING A PICTURE BORDER

You can add all kinds of borders to pictures you insert into Word. You can choose a border color, line weight, or even use specialty borders with dashes or dots.

Start


3
2
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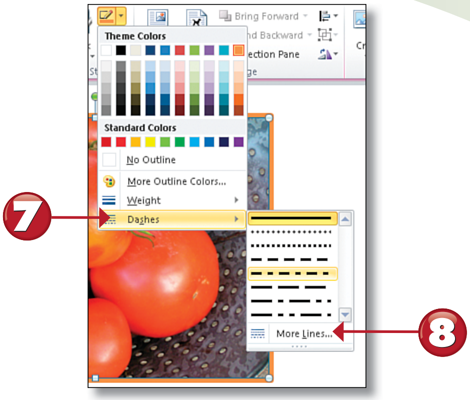
5
Picture Sample - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
3.13"
4.17"
Size
Page: 2 of 2
Words: 0
Theme Colors
Standard Colors
No Outline
More Outline Colors...
Weight
Dashes

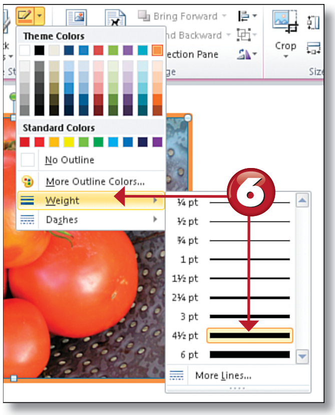
1. Click the picture you want to edit.
2. Click the **Format** tab.
3. Click the **Picture Border** drop-down arrow.
4. To assign a color, click a color from the palette.
5. Word assigns the color to the picture border, which is difficult to see unless you increase the line weight of the border.

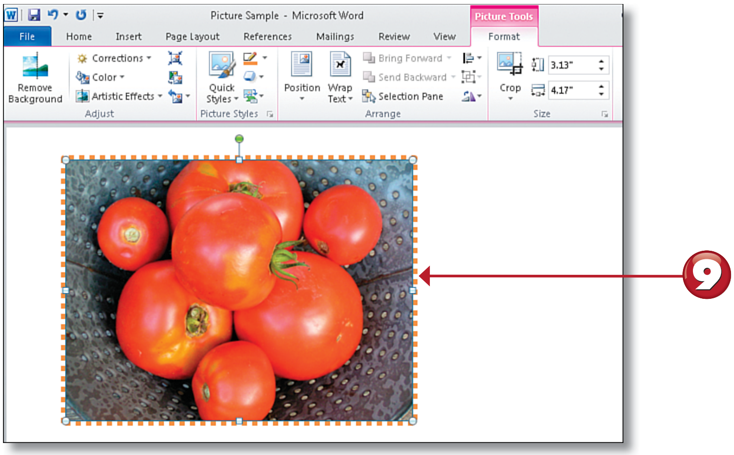
Continued

TIP

Quick Styles, Too Don't forget to look among Word's Quick Styles for easy borders you can assign to your images. Click the **Quick Styles** button on the **Format** tab and choose a style from the gallery.


7
8
Theme Colors
Standard Colors
No Outline
More Outline Colors...
Weight
Dashes
More Lines...


6
Theme Colors
Standard Colors
No Outline
More Outline Colors...
Weight
Dashes
¼ pt
½ pt
¾ pt
1 pt
1½ pt
2¼ pt
3 pt
4½ pt
6 pt
More Lines...


Picture Sample - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
3.13"
4.17"
Size
9

6. To assign a different line thickness, or weight, click **Weight** and click a style.

7. To assign a dash style to the border, click **Dashes** and choose a style.

8. To view additional line options, click the **More Lines** command to open the Format Picture dialog box to the Line Style settings.

9. Word immediately applies any border styles you selected to the picture.

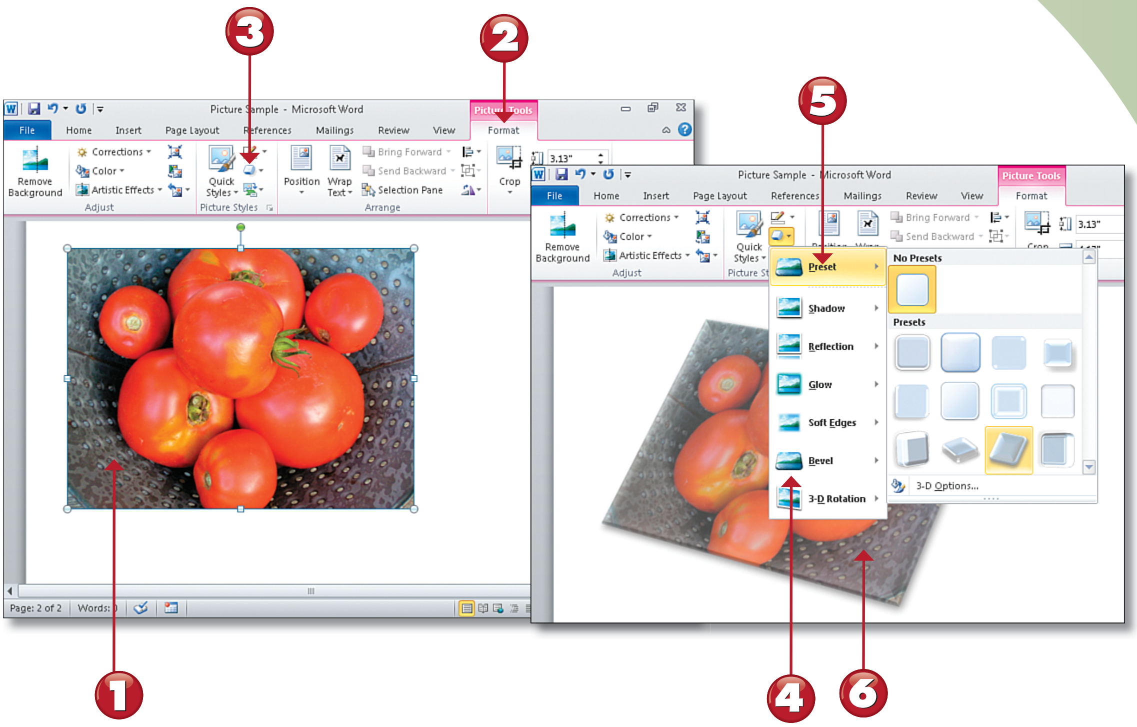
End

TIP

Adding Borders to Other Elements You can also add borders to other selected graphic objects in Word, including text boxes, WordArt objects, shapes, and clip art. You can find tools for adding borders, or outlines, to graphic elements on the **Format** tab. Click the **Shape Outline** drop-down arrow and choose a border color or line weight. ■

ADDING A PICTURE EFFECT

You can use Word's Picture Effects feature to quickly turn any image into stylized artwork. Picture Effects include shadow effects, 3D effects, bevels, glows, and more. As you view the effects listed in the gallery menu, you can see what each one looks like on your selected image simply by passing the mouse over the listed effect.


3
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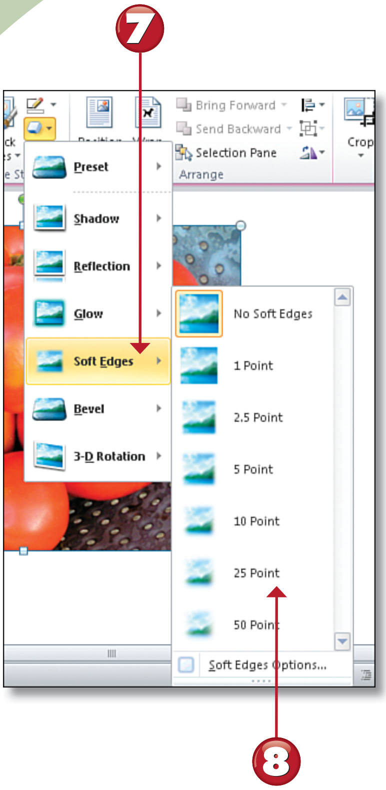
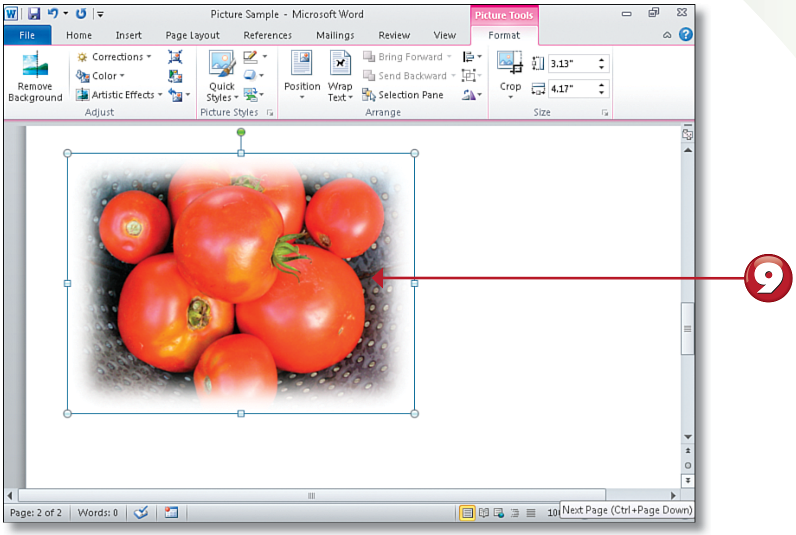
Picture Sample - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
3.13"
Page: 2 of 2
Words: 0
Preset
Shadow
Reflection
Glow
Soft Edges
Bevel
3-D Rotation
No Presets
Presets
3-D Options...
1
4
6

Start

1. Click the picture you want to edit.
2. Click the **Format** tab.
3. Click the **Picture Effects** button.
4. Word displays several categories of effects.
5. To view preset effects, click **Preset** and browse through the selections.
6. As you move the mouse pointer over an effect, a preview of the effect is applied to the selected picture in the document.

Continued


7
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
Preset
Shadow
Reflection
Glow
Soft Edges
Bevel
3-D Rotation
No Soft Edges
1 Point
2.5 Point
5 Point
10 Point
25 Point
50 Point
Soft Edges Options...
8


Picture Sample - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
3.13"
4.17"
Size
Page: 2 of 2
Words: 0
Next Page (Ctrl+Page Down)
9

7 To view another category, click the category name to open a submenu of effects. In this example, the Soft Edges effects are listed.

8 To assign an effect, click the picture effect.

9 Word applies the effect to the picture. In this example, a 25 Point Soft Edge effect is applied.

End

TIP

More Options At the bottom of each Picture Effect category, you'll notice an options command, such as **Shadow Options** or **Reflection Options**. You can click this command to open the Format Picture dialog box to the effect's settings. Here you can tweak the effect by making changes to the settings, thus creating new effects tailored to your own making. ■

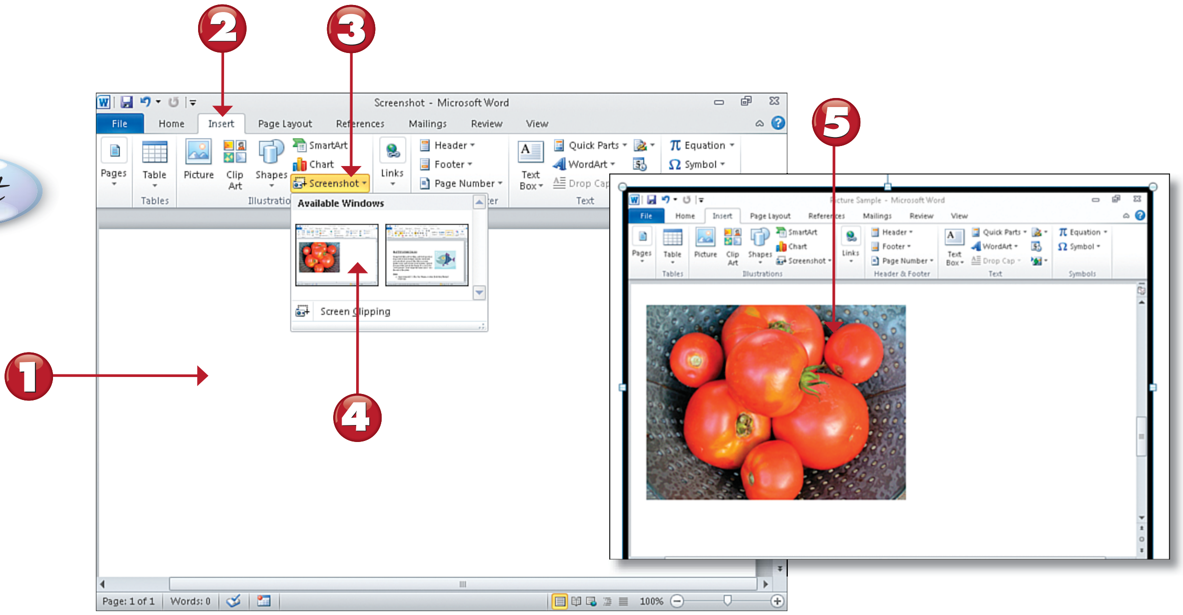
TIP

No Effect To remove any picture effect you've applied, select the image, click the **Picture Effects** button, click the **Presets** category, then click the **No Presets** effect. ■

CAPTURING A PICTURE OF YOUR SCREEN

Another new feature in Word 2010 is the ability to capture a screenshot, or picture, of your program screen. You can then insert the image into a document, a PowerPoint slide, an Excel spreadsheet, and so on. The screen clipping feature takes a picture of the currently opened program window. If you have several open at the same time, you can choose which one to use. You can also choose to select the portion of the window you want to capture.

Start

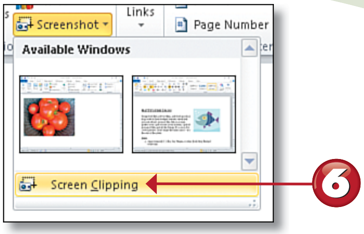

2
3
5
1
4
Screenshot - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
Text
Available Windows
Screen Clipping
Page: 1 of 1
Words: 0
100%

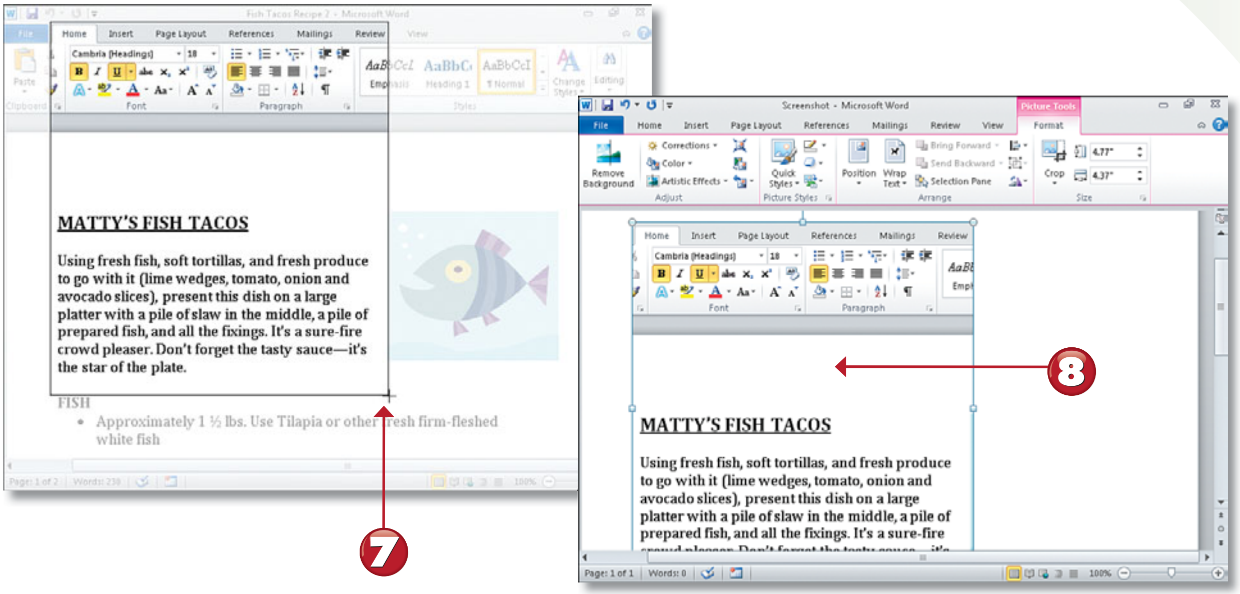
1. Click where you want to insert a screen clipping.
2. Click the **Insert** tab.
3. Click **Screenshot**.
4. Click a screenshot from among the existing open applications.
5. Word adds the screen clipping to your document.

Continued

TIP

Moving and Resizing Once you've added a screen clipping to your document, you can move and resize it just like any other graphic object. The Format tab is available with all the formatting commands you can apply to the image. ■


Screenshot
Links
Page Number
Available Windows
Screen Clipping
6


Fish Tacos Recipe 2 - Microsoft Word
Screenshot - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Cambria (Headings)
18
Font
Paragraph
Styles
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
4.77"
4.37"
Size
7
8

MATTY'S FISH TACOS

Using fresh fish, soft tortillas, and fresh produce to go with it (lime wedges, tomato, onion and avocado slices), present this dish on a large platter with a pile of slaw in the middle, a pile of prepared fish, and all the fixings. It's a sure-fire crowd pleaser. Don't forget the tasty sauce—it's the star of the plate.

FISH

- Approximately 1 ½ lbs. Use Tilapia or other fresh firm-fleshed white fish

6 To control exactly what part of the screen is captured, click **Screen Clipping** in the **Screenshot** menu.

7 Drag across the portion of the window you want to capture.

8 Release the mouse button and Word adds the clipping to the document.

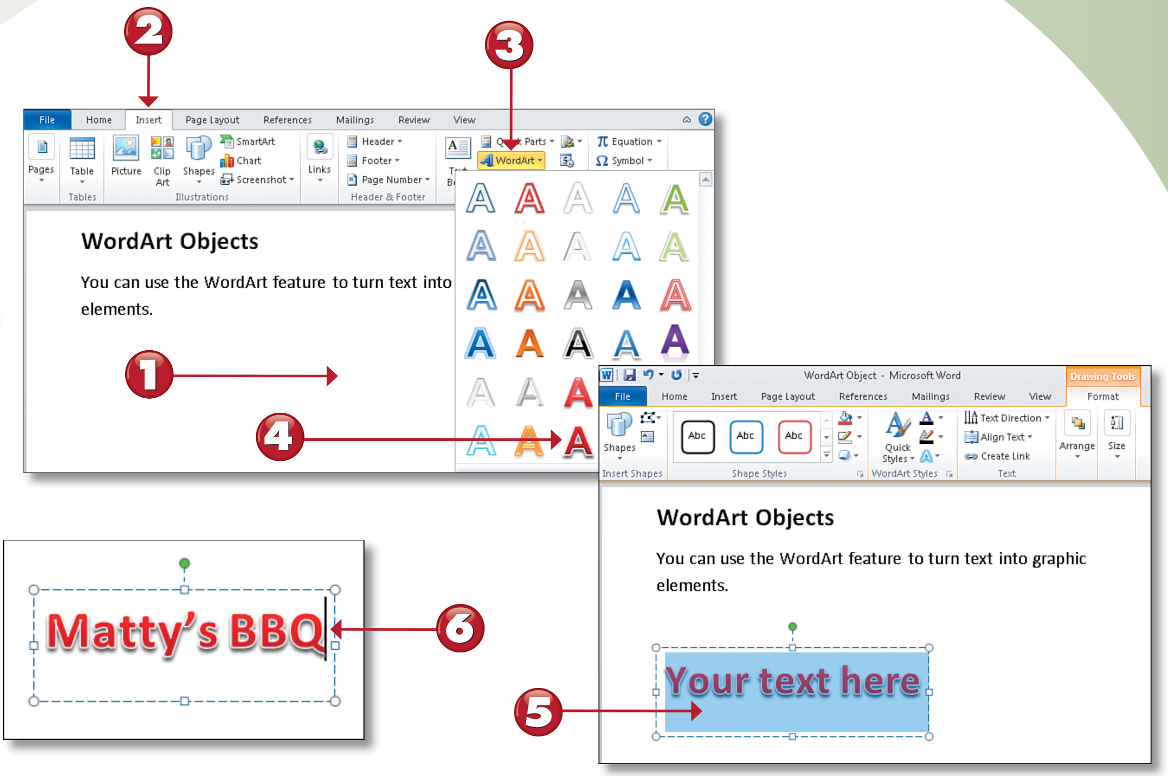
End

TIP

Clip the Right Window When drawing your own screen clipping, Word automatically displays the program window immediately next to the current program window. For example, if you have three documents open on the Taskbar, named File 1, File 2, and File 3, and File 3 is where you're inserting the clipping, the Screenshot tool assumes you want File 2 as your source. If this is not the case and you want File 1 instead, you'll need to close File 2 so that File 1 is adjacent to File 3 in the Taskbar. ■

INSERTING A WORDART OBJECT

The Office WordArt feature has been around a long time, and in Word 2010, it's better than ever. WordArt lets you turn text into graphic elements in your documents. For example, you can create curved text or shadowed text, or choose from a variety of gradient fill effects.


2
3
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Quick Parts
WordArt
Equation
Symbol
Tables
Illustrations
Header & Footer
1
4
WordArt Object - Microsoft Word
Drawing Tools
Format
Shapes
Abc
Abc
Abc
Quick Styles
Text Direction
Align Text
Create Link
Arrange
Size
Insert Shapes
Shape Styles
WordArt Styles
Text
6
5

WordArt Objects

You can use the WordArt feature to turn text into graphic elements.

Matty's BBQ

Your text here

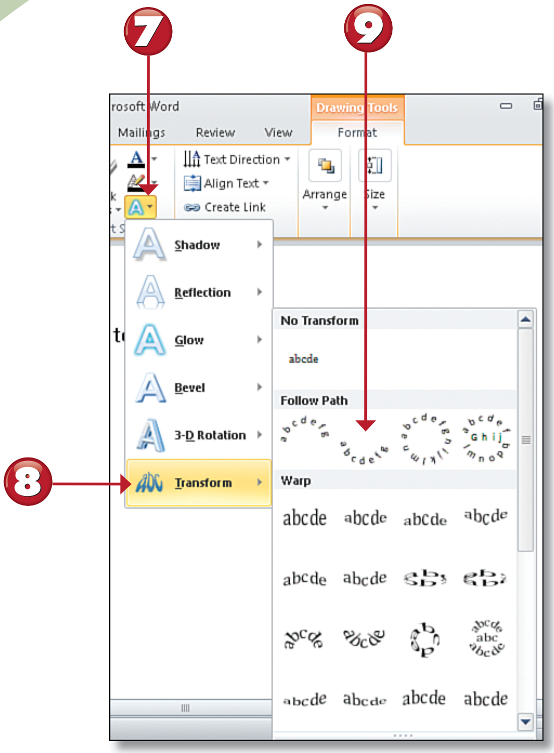
Start

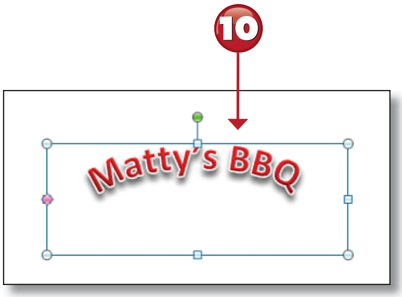
1. Click where you want to insert a WordArt object.
2. Click the **Insert** tab.
3. Click **WordArt**.
4. Click a style.
5. Word creates the WordArt object and displays the Drawing Tools on the Ribbon.
6. Replace the placeholder text with your own word or words.

Continued

TIP

Formatting Options You can format your WordArt text using the formatting tools on the Format tab, including changing text direction, alignment, and colors.


7
9
8
rosoft Word
Drawing Tools
Mailings
Review
View
Format
Text Direction
Align Text
Create Link
Arrange
Size
Shadow
Reflection
Glow
Bevel
3-D Rotation
Transform
No Transform
abcde
Follow Path
Warp


10
Matty's BBQ

7 To change the WordArt object's effect, click the **Text Effects** button.

8 Click an effect category.

9 Click an effect.

10 Word applies it to the WordArt. In this example, an Arch Up effect is applied to the text.

End

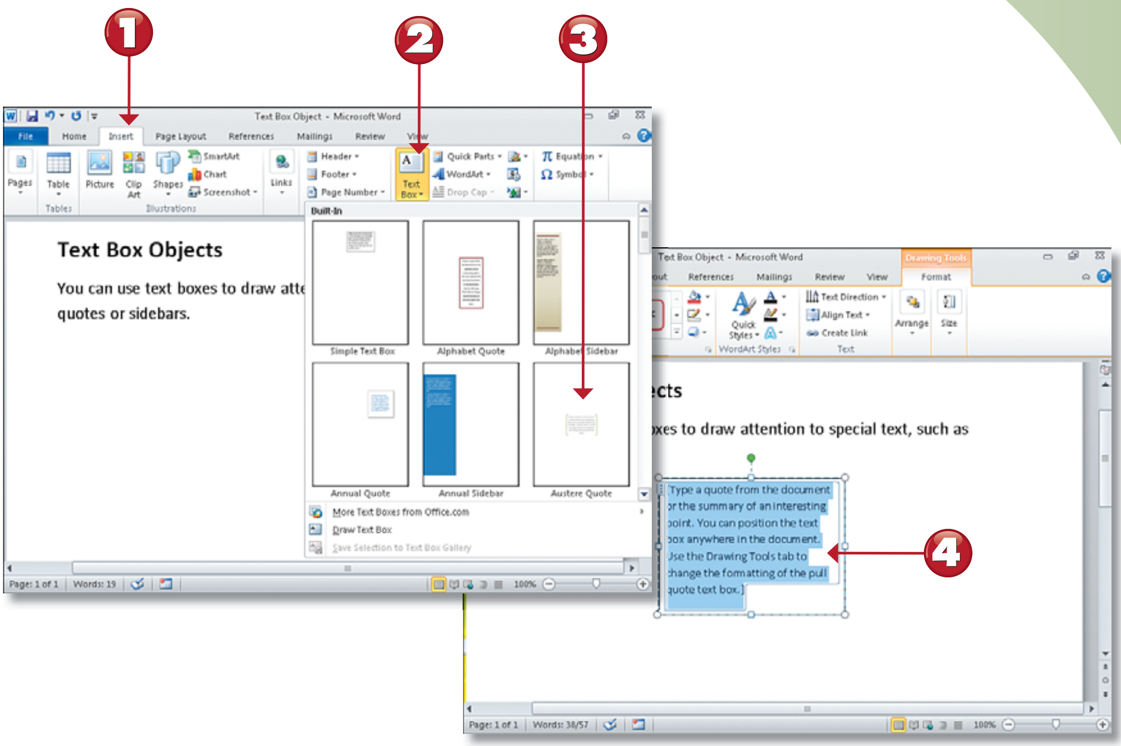
TIP

Format Text Effects Dialog Box You can change how your WordArt text is aligned in its text box by opening the Format Text Effects dialog box to the Text Box tab. Simply click the **Format Text Effects** icon in the corner of the WordArt Styles group on the Format tab. This opens the dialog box where you can change alignment, text direction, and set internal margins inside the text box.

INSERTING A TEXT BOX OBJECT

You can insert text boxes into your documents any time you want to set aside text in its own box, such as a quote or sidebar text. Text boxes act like other graphic objects, and can be moved around the document, resized, and formatted with borders, fill colors, and more. You can choose from a gallery of preset text boxes or you can draw your own.

Start


1
2
3
4
Text Box Object - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Tables
Illustrations
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Built-In
Simple Text Box
Alphabet Quote
Alphabet Sidebar
Annual Quote
Annual Sidebar
Austere Quote
More Text Boxes from Office.com
Draw Text Box
Save Selection to Text Box Gallery
Page: 1 of 1
Words: 19
100%
Drawing Tools
Format
Quick Styles
Text Direction
Align Text
Create Link
WordArt Styles
Text
Arrange
Size
Page: 1 of 1
Words: 38/57

Text Box Objects

You can use text boxes to draw atte

quotes or sidebars.

cts

xes to draw attention to special text, such as

Type a quote from the document
r the summary of an interesting
oint. You can position the text
ox anywhere in the document.
Use the Drawing Tools tab to
hange the formatting of the pull
quote text box.]

1. Click the **Insert** tab.

2. Click **Text Box**.

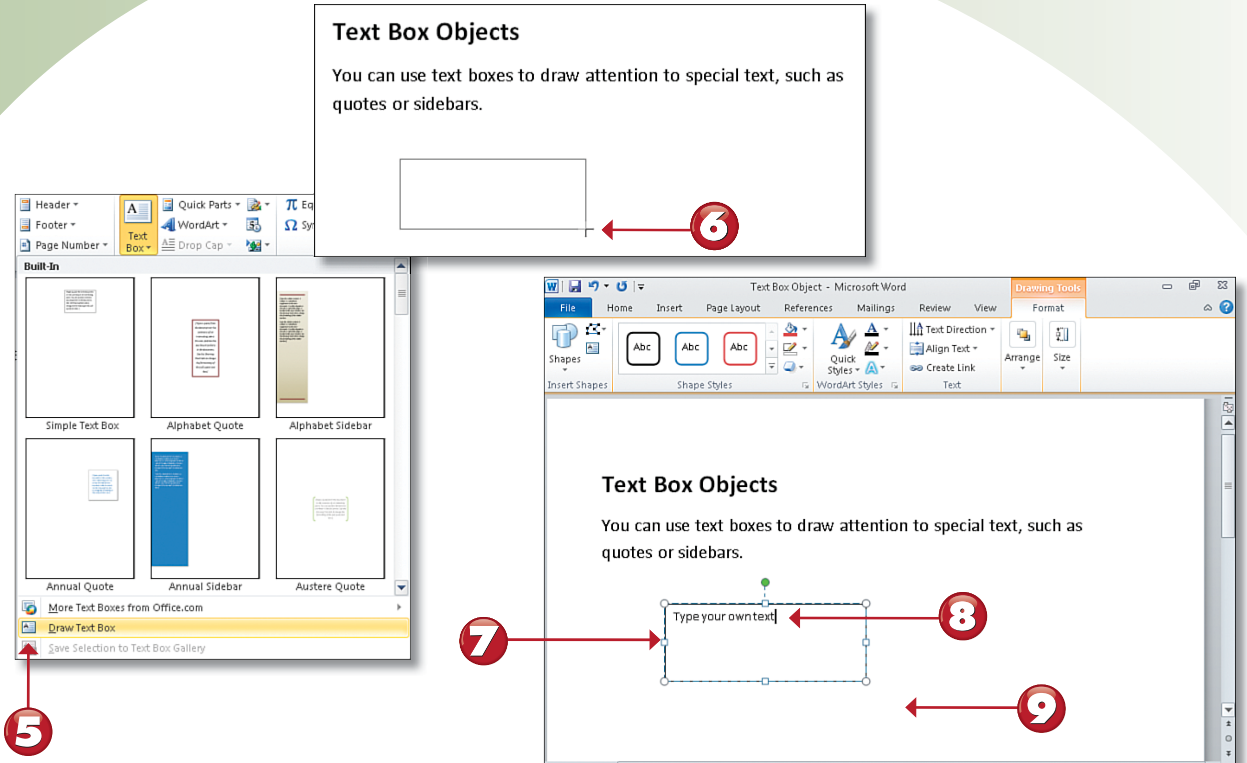
3. To use a preset text box, click a box from the gallery.

4. Word immediately adds it to the document and you can replace the placeholder text with your own.

Continued

TIP

Format It You can format the text inside a text box just like you format document text. Additionally, you can also apply formatting as you would to a graphic object, such as adding a color border, fill color, or applying shape styles. ■



Text Box Objects

You can use text boxes to draw attention to special text, such as quotes or sidebars.

Type your own text

Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Built-In
Simple Text Box
Alphabet Quote
Alphabet Sidebar
Annual Quote
Annual Sidebar
Austere Quote
More Text Boxes from Office.com
Draw Text Box
Save Selection to Text Box Gallery
Text Box Object - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Shapes
Insert Shapes
Abc
Shape Styles
Quick Styles
WordArt Styles
Text Direction
Align Text
Create Link
Text
Arrange
Size
Page: 1 of 1
Words: 23
100%
5
6
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8
9

5 To draw your own custom text box, click the **Draw Text Box** command on the Text Box vmenu.

6 Click and drag in the document where you want the text box to go.

7 Release the mouse button and the box is created.

8 Type your text inside the box.

9 Click outside the box to unselect it.

End

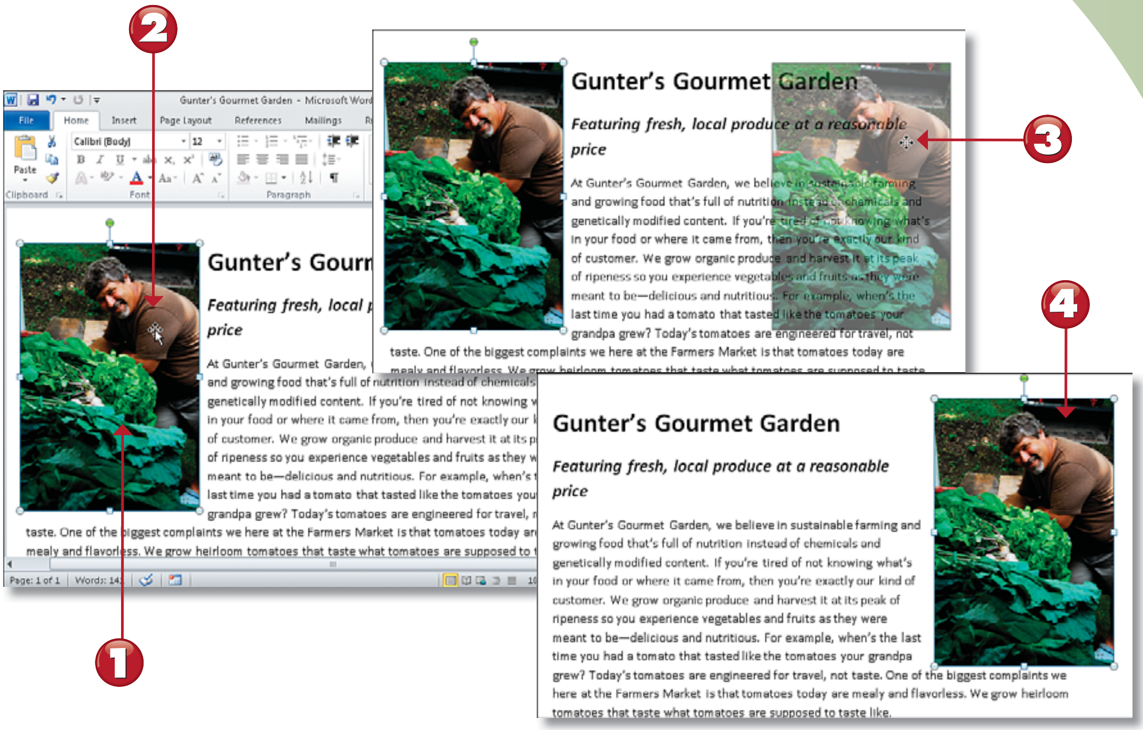
TIP

Text Wrap Use Word's text wrapping feature to wrap text around a text box object. Select the text box, then click the Arrange button and click Wrap Text and choose a text wrapping option, such as Tight or Square. ■

MOVING AND RESIZING OBJECTS

You can quickly move and resize graphic objects you place in your Word documents. When you select an object, such as clip art or a picture, it's surrounded by selection handles, tiny squares at each corner and sometimes along the sides of the object. You can use the selection handles to resize an object.

Start



Gunter's Gourmet Garden

Featuring fresh, local produce at a reasonable price

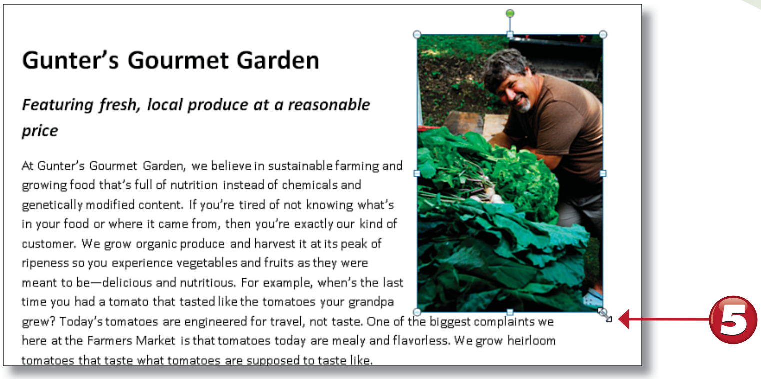
At Gunter's Gourmet Garden, we believe in sustainable farming and growing food that's full of nutrition instead of chemicals and genetically modified content. If you're tired of not knowing what's in your food or where it came from, then you're exactly our kind of customer. We grow organic produce and harvest it at its peak of ripeness so you experience vegetables and fruits as they were meant to be—delicious and nutritious. For example, when's the last time you had a tomato that tasted like the tomatoes your grandpa grew? Today's tomatoes are engineered for travel, not taste. One of the biggest complaints we here at the Farmers Market is that tomatoes today are mealy and flavorless. We grow heirloom tomatoes that taste what tomatoes are supposed to taste like.

1. Click the object you want to edit to select it.
2. To move an object, move the mouse pointer over the object until the pointer becomes a four-sided arrow icon.
3. Click and drag the object to a new location in the document.
4. As soon as you stop dragging, the object is moved.

Continued

TIP

Keeping Proportions To keep the original proportions, drag a corner selection handle instead of a edge handle. ■



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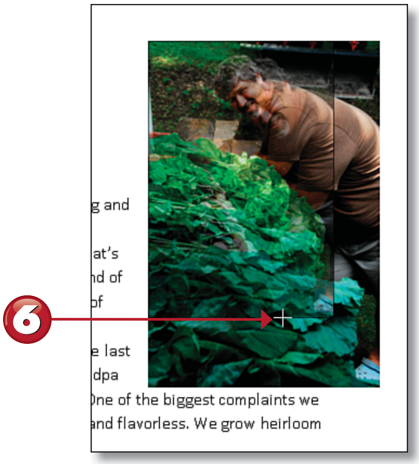

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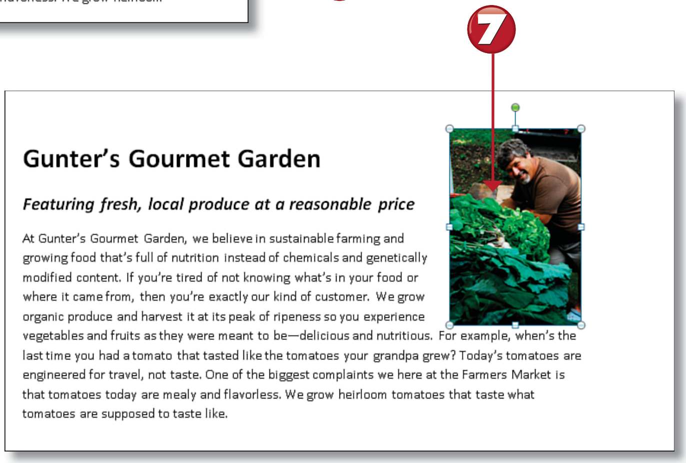
dpa
ne of the biggest complaints we
nd flavorless. We grow heirloom



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5 To resize an object, move the mouse pointer over a selection handle until the pointer becomes a two-sided arrow icon.

6 Click and drag the handle to resize the object.

7 As soon as you release the mouse button, the object is resized.

End

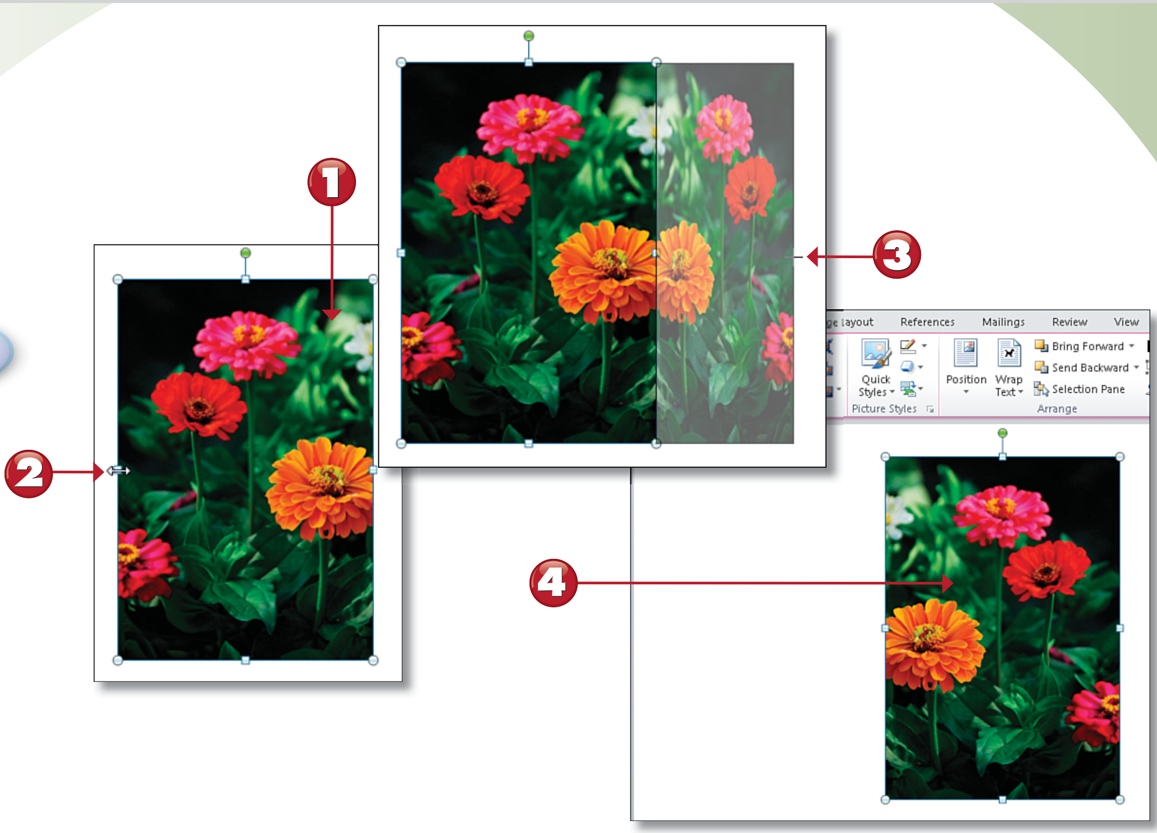
TIP

Exact Sizing If your picture or graphic object needs to be a precise size, you can use the Size boxes on the Format tab to set measurements. Simply click in the **Shape Width** and **Shape Height** boxes and type new measurements, or click the spinner arrows to adjust the measurements. ■

ROTATING AND FLIPPING OBJECTS

You can rotate or flip objects to change their appearance or position in the document. You can use the selection handles to flip an object vertically or horizontally, and you can use the rotation handle to rotate an object.

Start

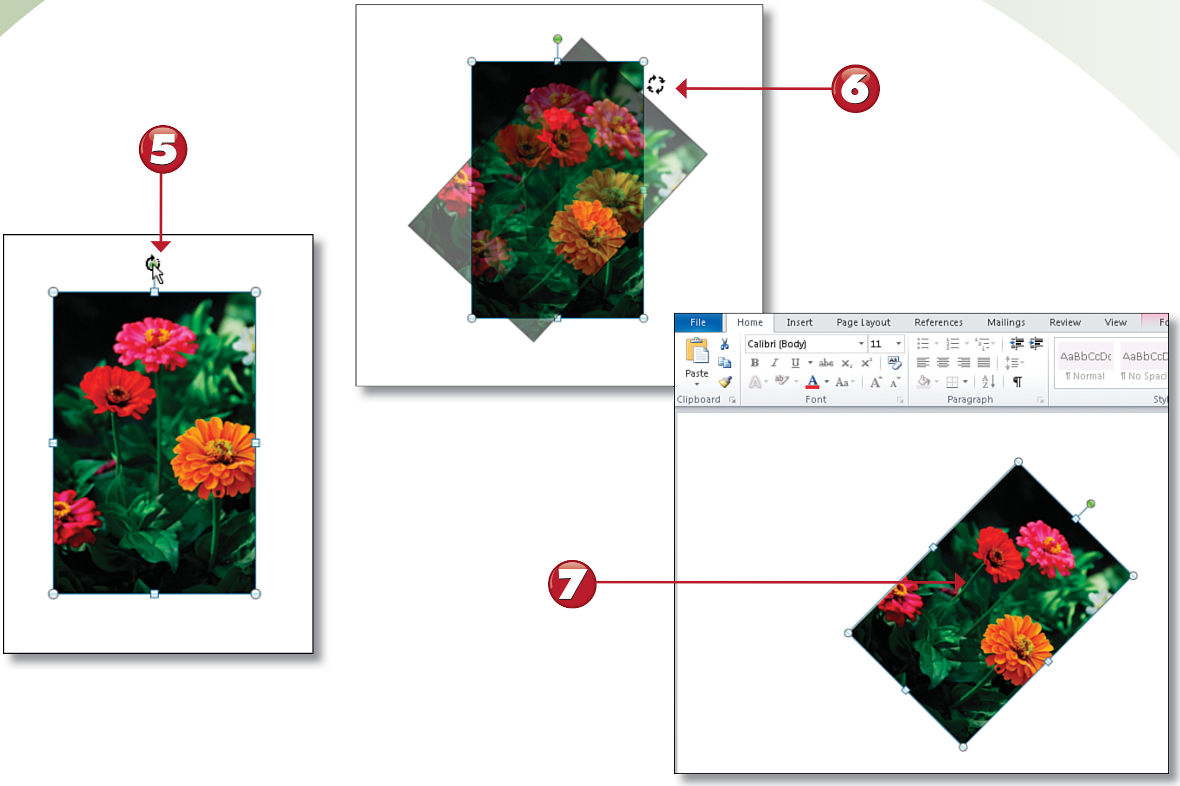

1
2
3
4
ge Layout
References
Mailings
Review
View
Quick Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Picture Styles
Arrange

1. Click the object you want to edit to display selection handles.
2. To flip an object, move the mouse pointer over a side selection handle until the pointer becomes a two-sided arrow icon.
3. Click and drag the handle beyond the opposite side of the object.
4. As soon as you stop dragging, the object is flipped.

Continued

TIP

Button Method You can also click the **Rotate** button in the Arrange group of tools on the **Format** tab and choose to rotate or flip an object. You can use the menu that appears to rotate an object right or left by 90°, or flip the object vertically or horizontally. ■


5
6
7
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Calibri (Body)
11
Clipboard
Font
Paragraph
AaBbCcDc
AaBbCcD
¶ Normal
¶ No Spaci

5 To rotate an object, move the mouse pointer over the rotation handle until you see a circular arrow icon.

6 Click and drag the handle to rotate the object.

7 As soon as you release the mouse button, the object is rotated.

End

TIP

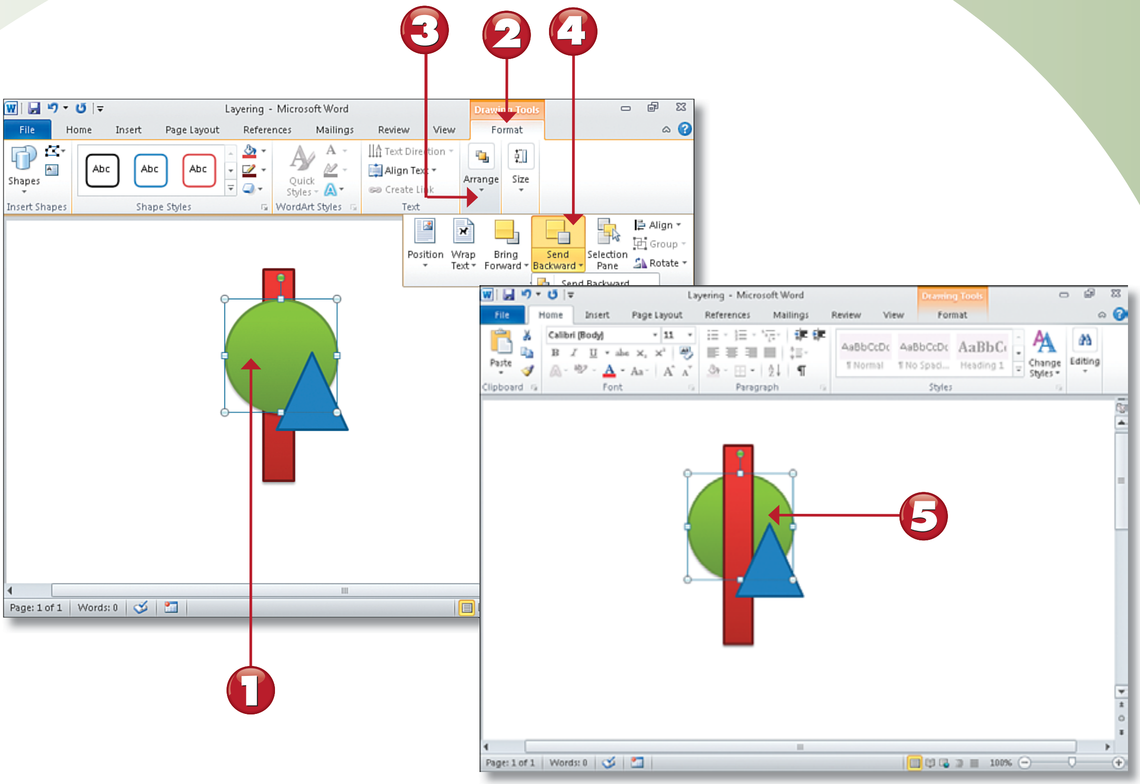
More Options For more rotation options, open the Layout dialog box to the Size tab and specify a specific rotation degree. To view the dialog box, click the **Rotate** button on the **Format** tab and click **More Rotation Options**.

TIP

Undo Anytime you want to undo your change, whether you flipped or rotated an object, just click the **Undo** button on the Quick Access toolbar.

LAYERING OBJECTS

You can layer objects in a document to create logos and complex drawings. When layering objects, you can move a selected object forward or backward in a stack of other objects.


3
2
4
Layering - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Shapes
Insert Shapes
Shape Styles
Quick Styles
WordArt Styles
Text Direction
Align Text
Create Link
Text
Arrange
Size
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Send Backward
Page: 1 of 1
Words: 0
1
Calibri (Body)
11
Paste
Clipboard
Font
Paragraph
AaBbCcDc
AaBbCcDc
AaBbCc
¶ Normal
¶ No Spaci...
Heading 1
Styles
Change Styles
Editing
100%
5

Start

① Click the object you want to layer.

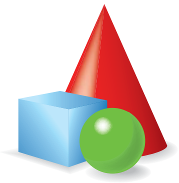
② Click the **Format** tab.

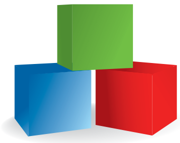
③ Click the **Arrange** button.

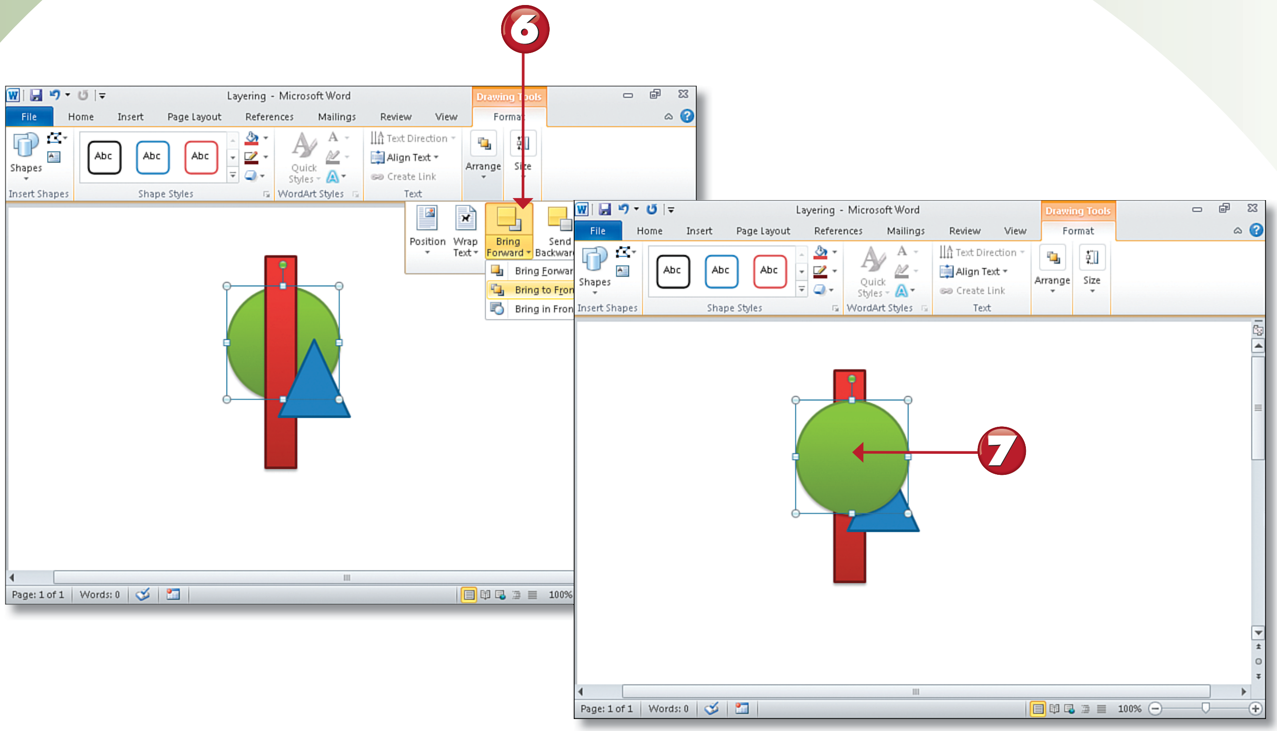
④ To send the object backward in the stack, click the **Send Backward** button and choose an option.

⑤ Word moves the object back in the stack. In this example, the circle moves to the back layer.

Continued






6
7
Layering - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Shapes
Insert Shapes
Shape Styles
Quick Styles
WordArt Styles
Text Direction
Align Text
Create Link
Text
Arrange
Size
Position
Wrap Text
Bring Forward
Send Backward
Bring Forwar
Bring to Fron
Bring in Fron
Page: 1 of 1
Words: 0
100%

⑥ To bring the object forward in the stack, click the **Bring Forward** button and choose an option.

⑦ Word moves the object forward in the stack. In this example, the circle moves to the top layer.

End

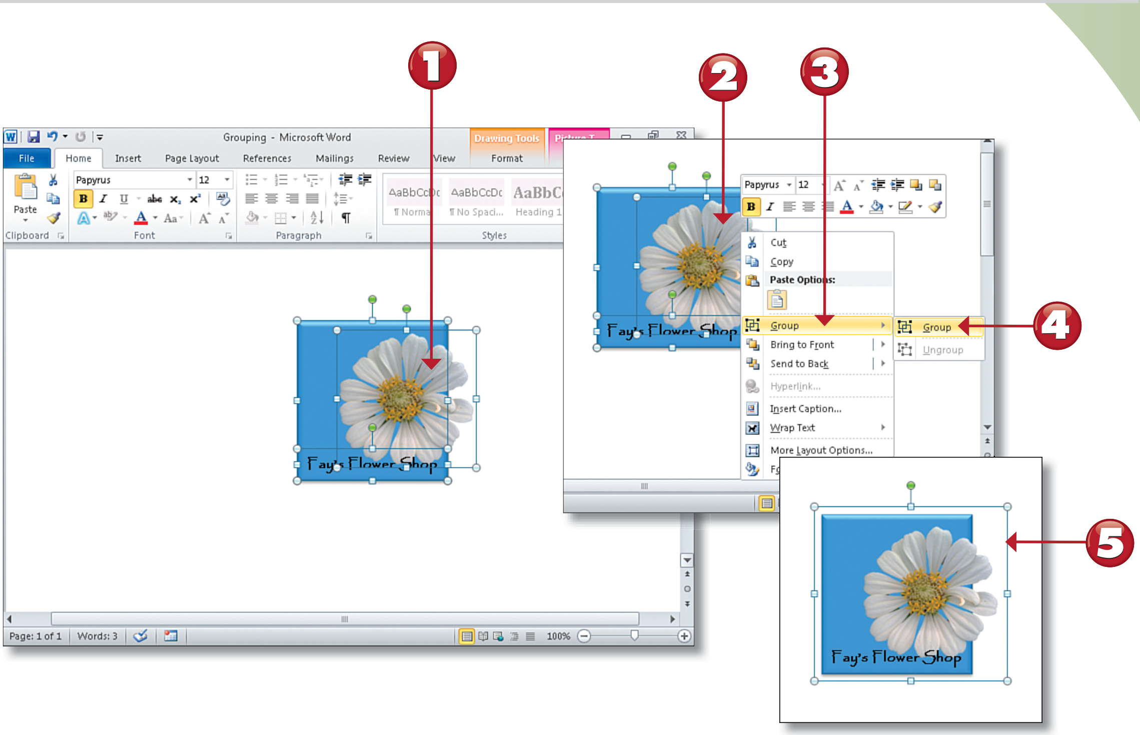
TIP

Alignment Options The Drawing Tools or Picture Tools tab has tools for aligning shapes and other graphic objects. Like text alignment controls the positioning of text, graphic alignment tools control the positioning of graphic objects. Using the Align button, you can align selected objects to the left, right, or center, or you can align them vertically to the top, middle, or bottom of the page, or even distribute the objects evenly across or up and down the page. ■

GROUPING OBJECTS

You can use grouping controls to group together objects into one. For example, you might group together all the elements that make up a logo you've created and create a single object, or group several shapes to apply the same formatting all at once or move all the items at the same time. You can leave the group together, or you can ungroup the group and return all the individual elements to their own selectable objects again.

Start

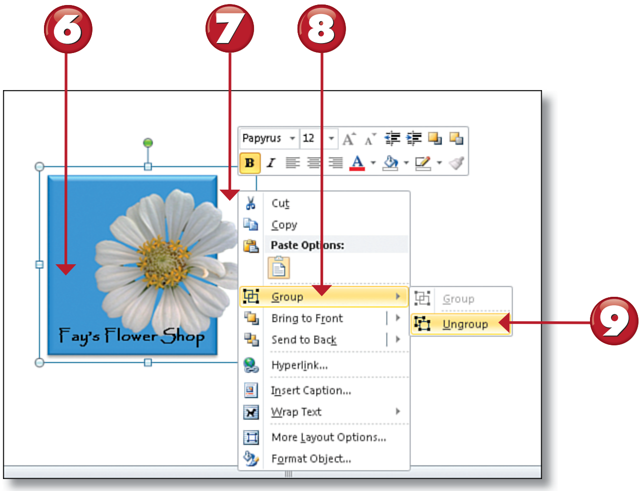

1
2
3
4
5
Grouping - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Papyrus
12
Clipboard
Font
Paragraph
Styles
Fay's Flower Shop
Cut
Copy
Paste Options:
Group
Bring to Front
Send to Back
Hyperlink...
Insert Caption...
Wrap Text
More Layout Options...
Group
Ungroup
Page: 1 of 1
Words: 3
100%

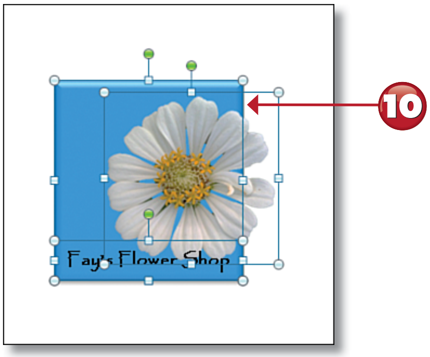
1. While pressing the **Ctrl** key, click each object you want to include in a group. Each object is surrounded by its own selection box and handles.
2. Right-click over the selected objects.
3. Click **Group**.
4. Click **Group**.
5. Word surrounds the objects with a single border and selection handles. You can now move or format the entire set of objects.

Continued

TIP

More Options You can also find the grouping commands on the Format tab. If the Drawing Tools Format tab is displayed, you can click the **Arrange** button, click **Group**, and click **Group** in the menu that appears. If the Picture Tools Format tab is displayed, click the **Group** button and then click **Group**. ■


6
7
8
9
Fay's Flower Shop
Papyrus
12
B
I
A
Cut
Copy
Paste Options:
Group
Bring to Front
Send to Back
Hyperlink...
Insert Caption...
Wrap Text
More Layout Options...
Format Object...
Group
Ungroup


10
Fay's Flower Shop

6 To ungroup a set of grouped objects, first select the object.

7 Right-click the selected object.

8 Click **Group**.

9 Click **Ungroup**.

10 The objects revert to their individual parts.

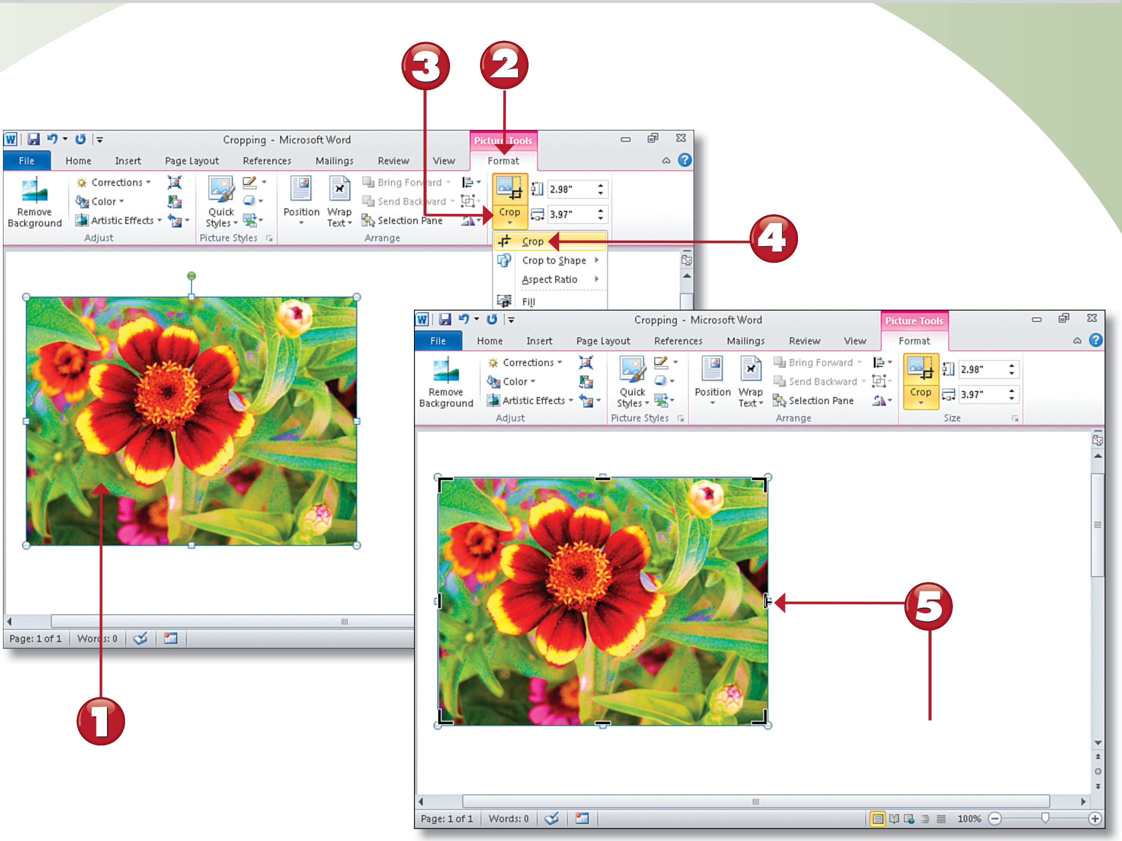
End

TIP

Selection Troubles? If you're having a difficult time selecting individual items to include in a group, try using Word's Selection Pane. If the Drawing Tools Format tab is displayed, you can click the **Arrange** button and then click **Selection Pane**. If the Picture Tools Format tab is displayed, click the **Selection Pane** button. Either route opens the Selection Pane and you can then click items to select for your grouping task. ■

CROPPING A PICTURE

You can use Word's cropping feature to crop out unwanted parts of your pictures. When activated, you can crop out different sides or corners of an image.


3
2
4
Cropping - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
2.98"
3.97"
Size
Crop
Crop to Shape
Aspect Ratio
Fill
Page: 1 of 1
Words: 0
100%
1
5

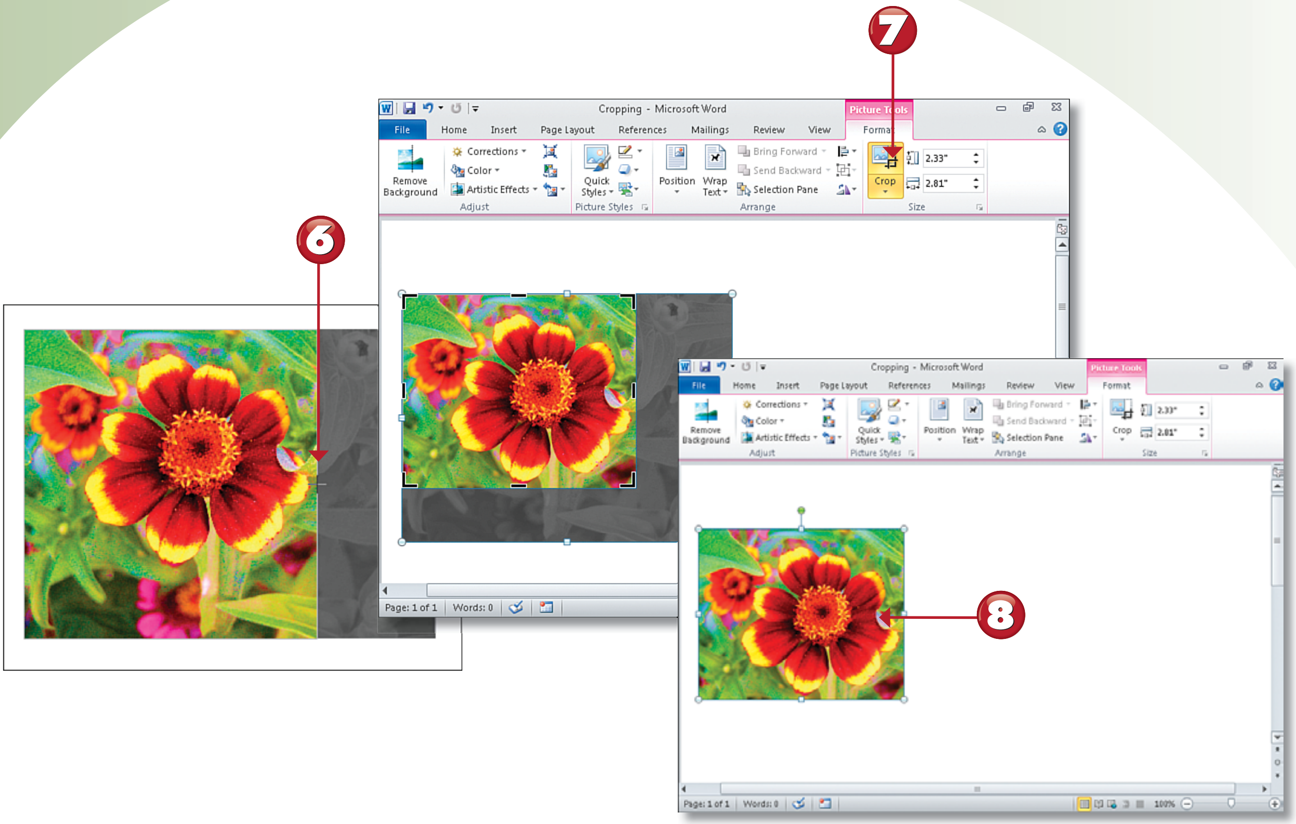
Start

1. Click the picture you want to edit.
2. Click the **Format** tab.
3. Click **Crop**.
4. Click **Crop**.
5. Word surrounds the picture with cropping handles.

Continued

TIP

More Options The Crop button also displays several additional tools to help you maintain image ratio after cropping. Click the **Crop** button to reveal the **Aspect Ratio**, **Fill**, and **Fit** commands to help you adjust picture ratios. ■


7
6
8
Cropping - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
2.33"
2.81"
Size
Page: 1 of 1
Words: 0
100%

6 Click and drag a cropping handle to crop the picture.

7 When finished cropping, click the **Crop** button on the Format tab again to toggle cropping off.

8 The picture is cropped.

End

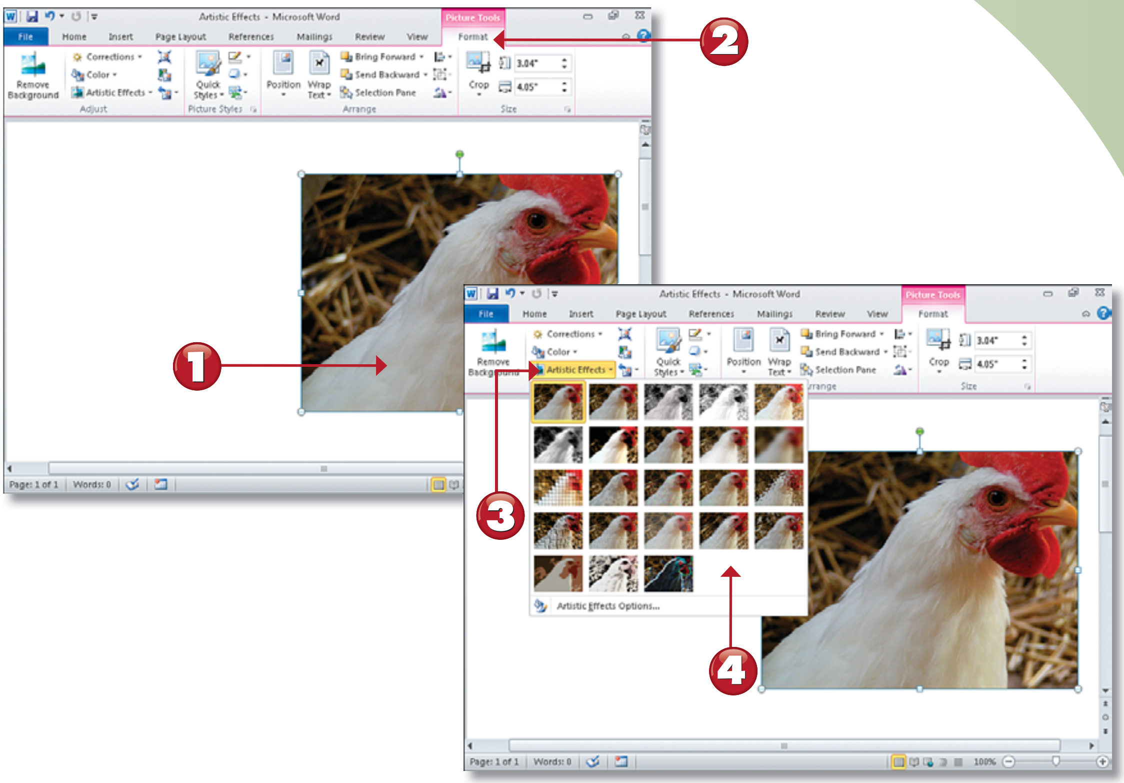
TIP

Shape Cropping You can also crop a picture to a particular shape, such as a diamond or a triangle. Pairing with Word's AutoShapes, the cropping feature crops out everything but what's inside the shape pattern you choose. To use this feature, click the **Crop** button on the Format tab and click **Crop to Shape**. A gallery of AutoShapes appears and you can click the one you want to apply to your picture. ■

ADDING ARTISTIC EFFECTS

You can add painterly effects and other stylizations to your pictures using Word's Artistic Effects feature. You can choose from a variety of effects ranging from pencil sketch to watercolor sponge.

Start

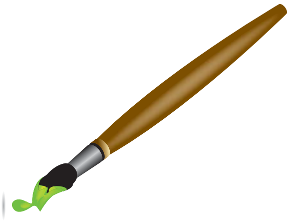

Artistic Effects - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Quick Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Crop
3.04"
4.05"
Adjust
Picture Styles
Arrange
Size
Artistic Effects Options...
Page: 1 of 1
Words: 0
100%
1
2
3
4

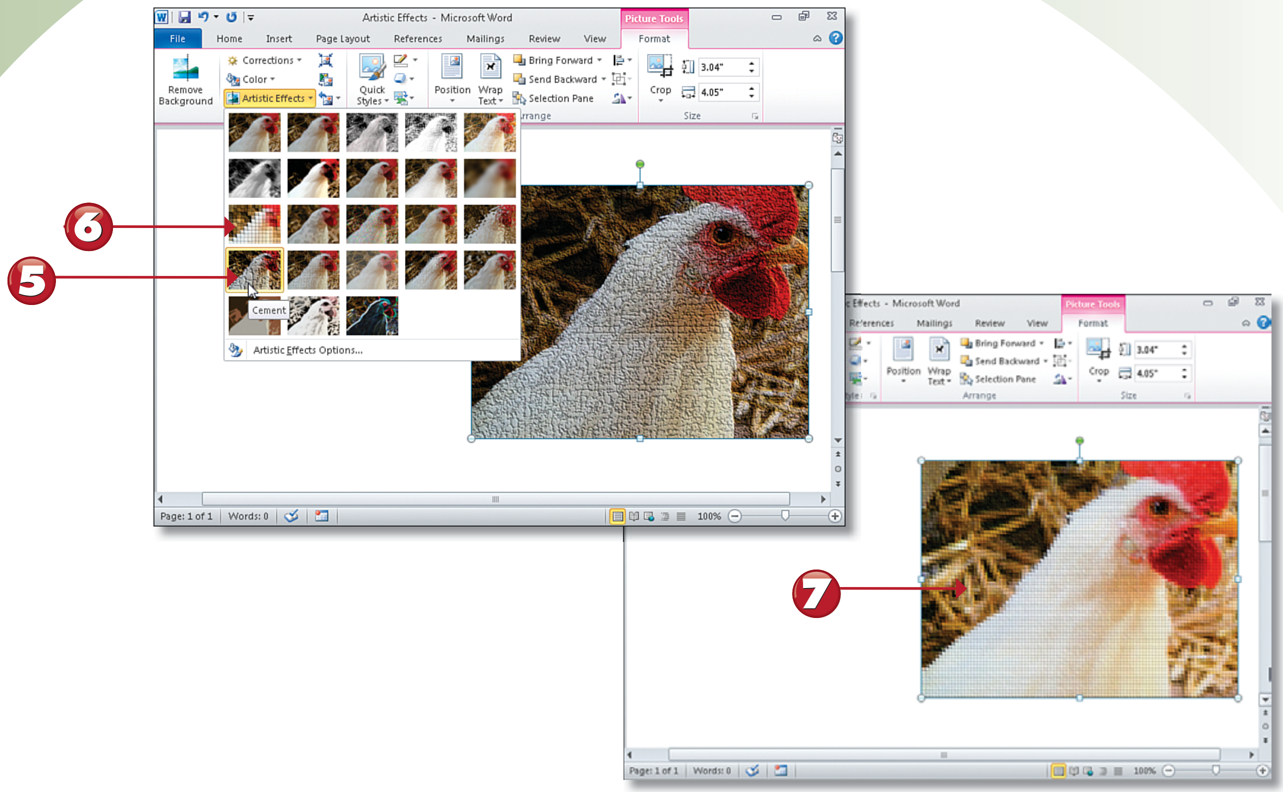
1. Click the picture you want to edit.
2. Click the Picture Tools **Format** tab.
3. Click **Artistic Effects**.
4. A gallery of effects appears.

Continued

TIP

Turn It Off To return your picture to its normal state, click the **Artistic Effect** button and click **None**, the top left effect listed in the gallery. ■




Artistic Effects - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Quick Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Crop
3.04"
4.05"
Size
Cement
Artistic Effects Options...
Page: 1 of 1
Words: 0
100%
6
5
7

5 To preview an effect, move the mouse pointer over the effect.

6 Click the effect you want to assign.

7 Word applies the effect to the picture. In this example, the Light Screen effect is applied.

End

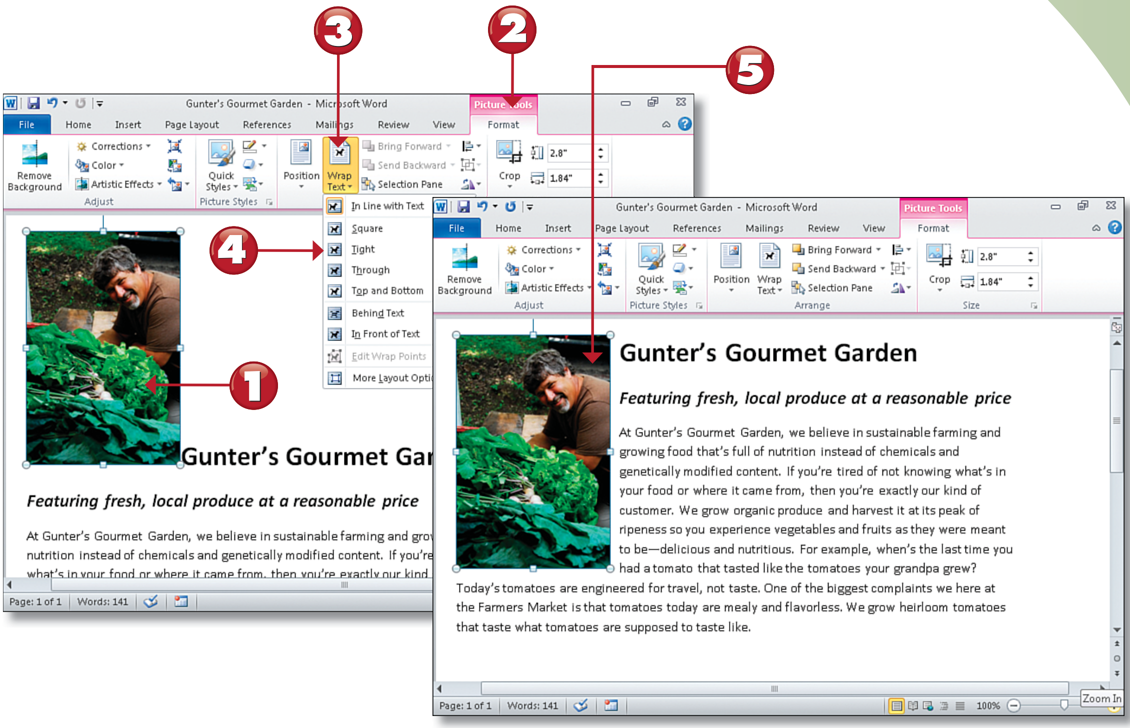
TIP

Reset Picture If, after making all kinds of formatting changes to a picture, you want to return the picture to its original appearance, you can activate the Reset Picture command. Click the **Format** tab and click the **Reset Picture** button in the Adjust group of tools, then click Reset Picture. ■

CONTROLLING TEXT WRAPPING

Text wrapping refers to how document text flows around graphic elements you add, such as pictures or clip art. By default, Word places graphic elements inline with text, which means the graphic object sits on the same baseline as the text. To make the text wrap around the object, assign another wrapping control instead.

Start


3
2
5
4
1
Gunter's Gourmet Garden - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
2.8"
1.84"
Size
In Line with Text
Square
Tight
Through
Top and Bottom
Behind Text
In Front of Text
Edit Wrap Points
More Layout Options
Page: 1 of 1
Words: 141
100%
Zoom In

Gunter's Gourmet Garden

Featuring fresh, local produce at a reasonable price

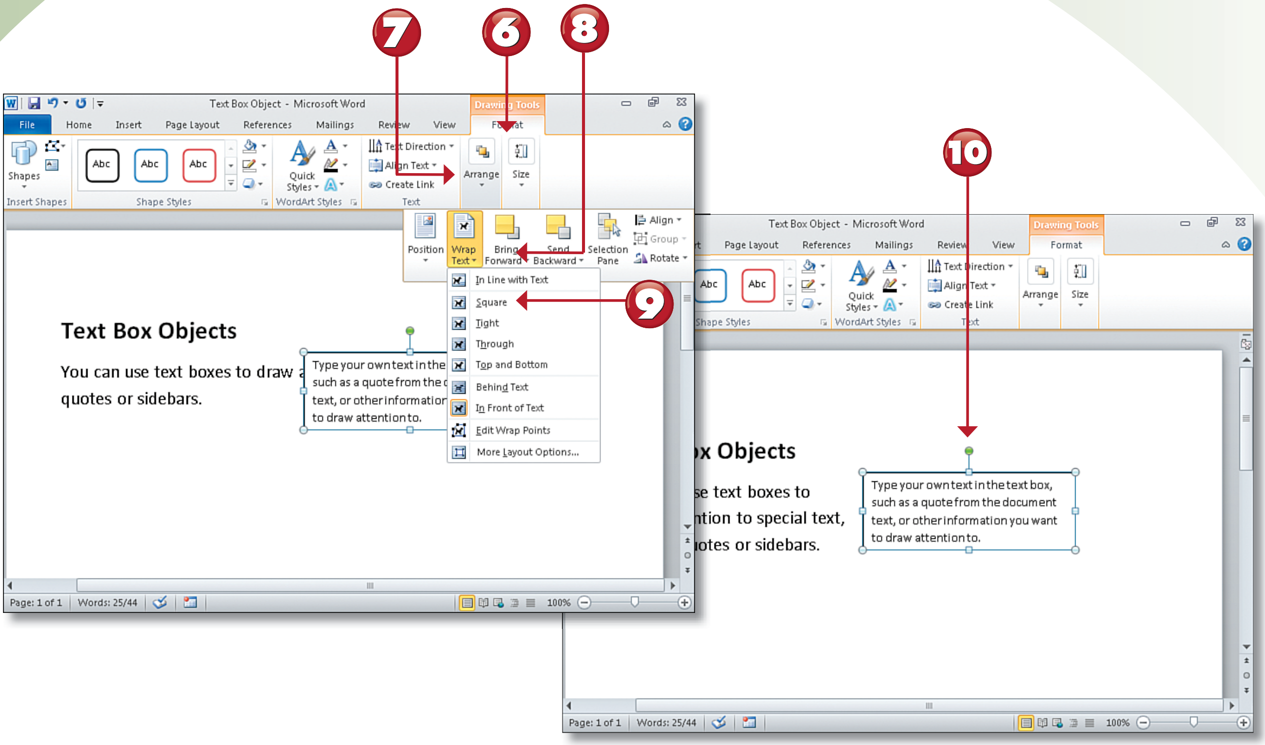
At Gunter's Gourmet Garden, we believe in sustainable farming and growing food that's full of nutrition instead of chemicals and genetically modified content. If you're tired of not knowing what's in your food or where it came from, then you're exactly our kind of customer. We grow organic produce and harvest it at its peak of ripeness so you experience vegetables and fruits as they were meant to be—delicious and nutritious. For example, when's the last time you had a tomato that tasted like the tomatoes your grandpa grew? Today's tomatoes are engineered for travel, not taste. One of the biggest complaints we here at the Farmers Market is that tomatoes today are mealy and flavorless. We grow heirloom tomatoes that taste what tomatoes are supposed to taste like.

1. Click the object you want to edit.
2. If the object is a picture or clip art, click the Picture Tools **Format** tab.
3. Click the **Wrap Text** button.
4. Click a wrap option.
5. Word wraps the text as specified. In this example, the Tight wrapping control is assigned.

Continued

TIP

More Options You can find more text wrapping controls in the Layout dialog box. After clicking the **Wrap Text** button, click the **More Layout Options** command. This opens the Layout dialog box to the Text Wrapping tab. You can set a wrap option, specify which sides of the object to wrap around, and even control the distance of the object from the text. ■


7
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10
Text Box Object - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Shapes
Insert Shapes
Shape Styles
Quick Styles
WordArt Styles
Text Direction
Align Text
Create Link
Text
Arrange
Size
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
In Line with Text
Square
Tight
Through
Top and Bottom
Behind Text
In Front of Text
Edit Wrap Points
More Layout Options...
Page: 1 of 1
Words: 25/44
100%

Text Box Objects

You can use text boxes to draw a… quotes or sidebars.

Type your own text in the text box, such as a quote from the document text, or other information you want to draw attention to.

6. If the object is a text box or shape, click the Drawing Tools **Format** tab.

7. Click the **Arrange** button.

8. Click the **Wrap Text** button.

9. Click a wrap option.

10. Word wraps the text as specified. In this example, the Square wrapping control is assigned.

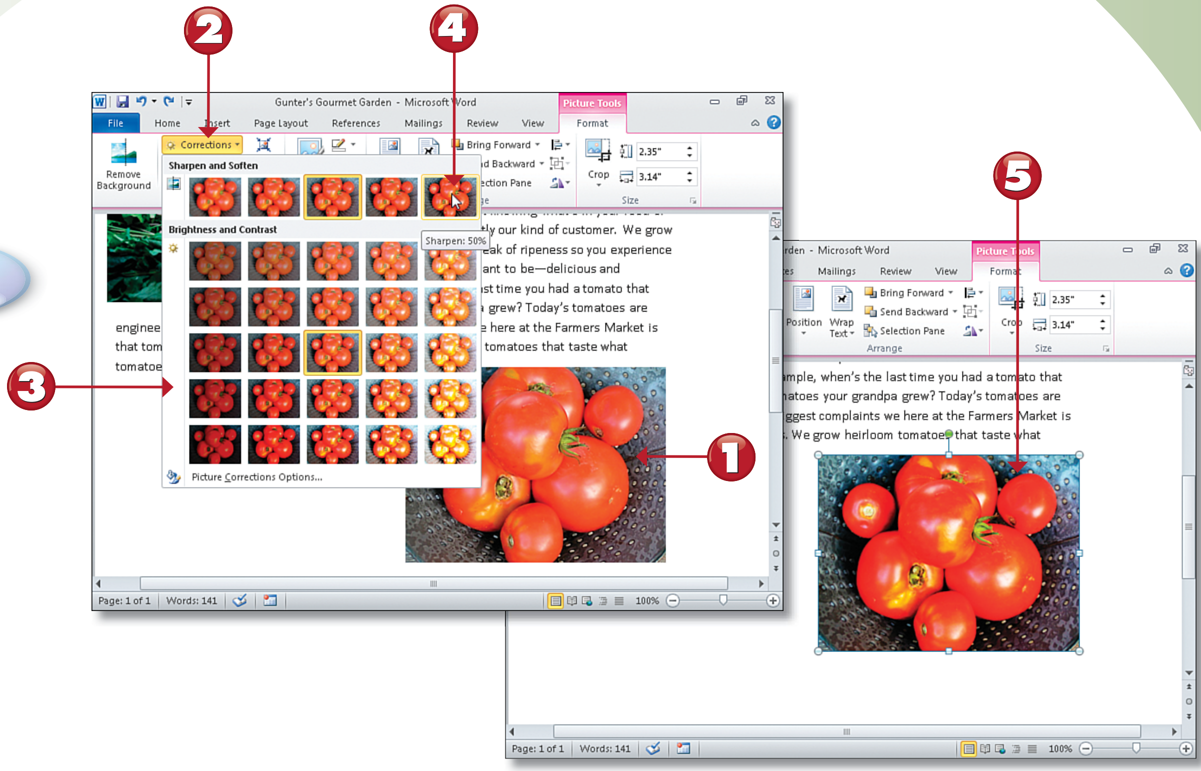
End

TIP

Precise Wrapping You can apply wrapping points and move them to control the text wrap by clicking the **Edit Wrap Points** command on the **Wrap Text** menu. You can then click to add a wrap point handle to the object and drag it to change the wrapping about the object at that point. You may need to add several wrap points to achieve the desired result.

CORRECTING AND COLORING A PICTURE

Word offers two handy photo-editing tools you can use to change a picture's quality: Corrections and Color. You can use the Corrections tool to make improvements to a picture's brightness, contrast, and sharpness. You can use the Color tool to make improvements to the picture's color settings, such as color saturation, tone, and recoloring options.


2
4
5
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1
Gunter's Gourmet Garden - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Sharpen and Soften
Brightness and Contrast
Sharpen: 50%
Picture Corrections Options...
Bring Forward
Send Backward
Selection Pane
Position
Wrap Text
Arrange
Crop
2.35"
3.14"
Size
Page: 1 of 1
Words: 141
100%

ly our kind of customer. We grow
eak of ripeness so you experience
ant to be—delicious and
ist time you had a tomato that
grew? Today's tomatoes are
e here at the Farmers Market is
tomatoes that taste what

ample, when's the last time you had a tomato that
natoes your grandpa grew? Today's tomatoes are
ggest complaints we here at the Farmers Market is
. We grow heirloom tomatoes that taste what

Start

① Click the picture you want to edit to display the Picture Tools Format tab.

② To make corrections to sharpen or change brightness or contrast, click the **Corrections** button.

③ Word displays a gallery of settings. To preview a setting, move the mouse pointer over the setting and Word immediately previews the effect on the selected picture.

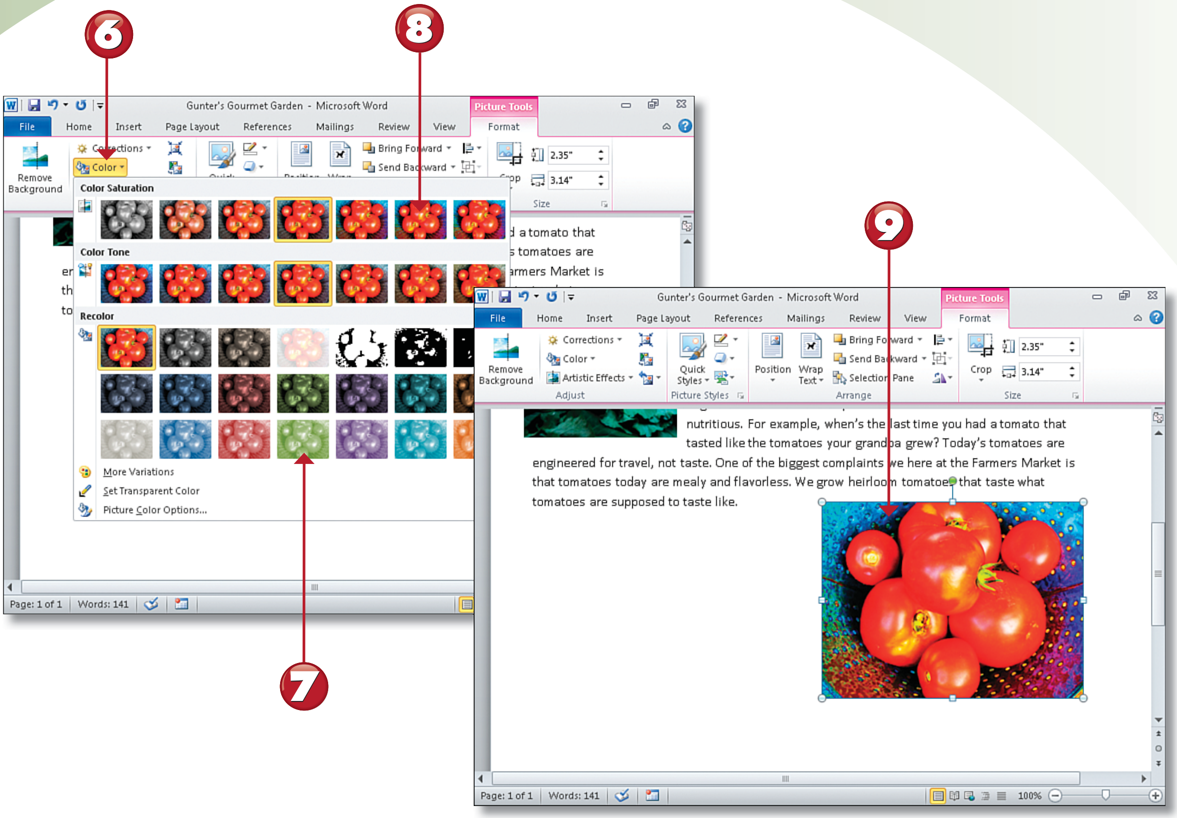
④ Click the correction option you want to assign.

⑤ Word applies the setting to the picture. In this example, the picture is sharpened.

Continued

TIP

Swap Pictures You can use the **Change Picture** button on the Format tab to swap out the currently selected picture with a new one from your computer. Click the button to open the Insert Picture dialog box, navigate to the picture you want to insert instead, and Word replaces the picture with the new selection. ■


6
8
9
7
Gunter's Gourmet Garden - Microsoft Word
Picture Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Color Saturation
Color Tone
Recolor
More Variations
Set Transparent Color
Picture Color Options...
Quick Styles
Picture Styles
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
2.35"
3.14"
Size
Page: 1 of 1
Words: 141
100%

nutritious. For example, when's the last time you had a tomato that tasted like the tomatoes your grandpa grew? Today's tomatoes are engineered for travel, not taste. One of the biggest complaints we here at the Farmers Market is that tomatoes today are mealy and flavorless. We grow heirloom tomatoes that taste what tomatoes are supposed to taste like.

6 To make color changes to a picture, click the **Color** button.

7 Word displays a gallery of color settings. To preview a setting, move the mouse pointer over the setting and Word immediately previews the color on the selected picture.

8 Click the color option you want to assign.

9 Word applies the change to the picture. In this example, the color saturation is adjusted.

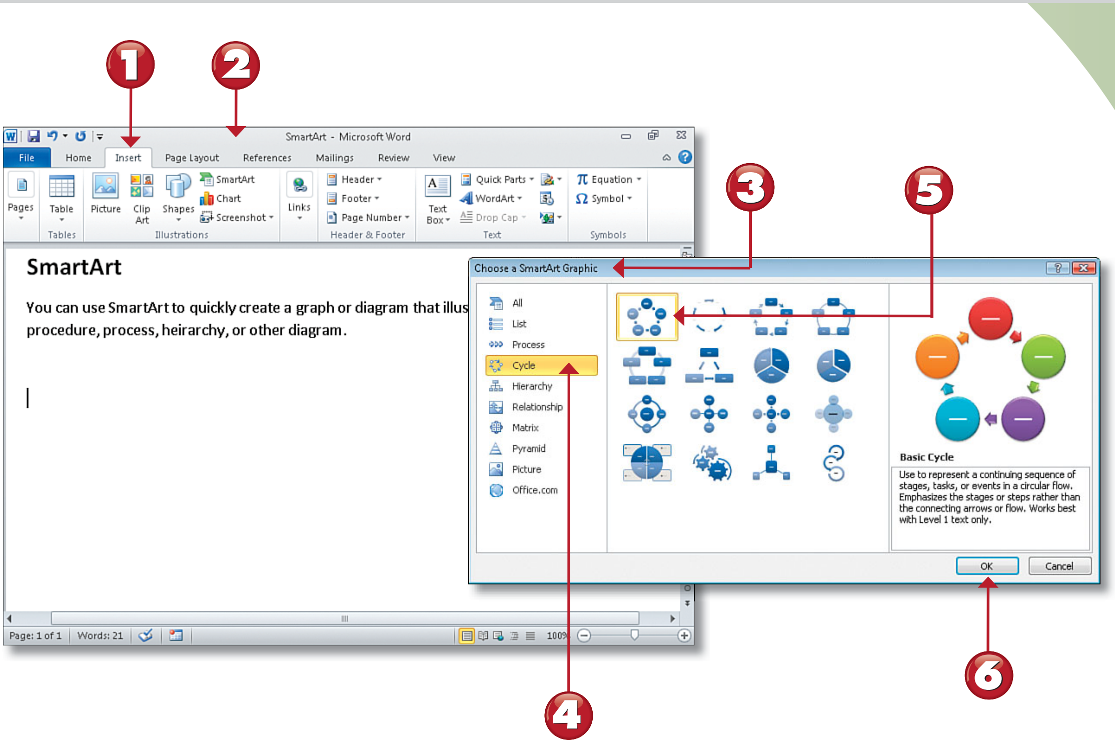
End

TIP

Compress Pictures You can compress your pictures to dramatically reduce the overall file size of your document. Pictures are notorious space consumers, so reducing their file size can help speed up downloading or save room on the drive in which you store the document. To compress your pictures, click the **Compress Pictures** button in the Adjust group on the Format tab. This opens the Compress Pictures dialog box where you can adjust the output target and then apply compression. ■

ADDING SMARTART

If you need to insert a diagram of some sort, make things easy for yourself and take advantage of Word's SmartArt graphics. You can use SmartArt to create diagrams for graphical lists, processes, procedures, hierarchies, organization charts, and more. When you add a SmartArt diagram, Word adds two SmartArt Tools tabs to the Ribbon which you can use to format and design the diagram.


1
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3
4
5
6
SmartArt - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
Header & Footer
Text
Symbols
Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
OK
Cancel
Page: 1 of 1
Words: 21
100%

SmartArt

You can use SmartArt to quickly create a graph or diagram that illus procedure, process, heirarchy, or other diagram.

Basic Cycle

Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Emphasizes the stages or steps rather than the connecting arrows or flow. Works best with Level 1 text only.

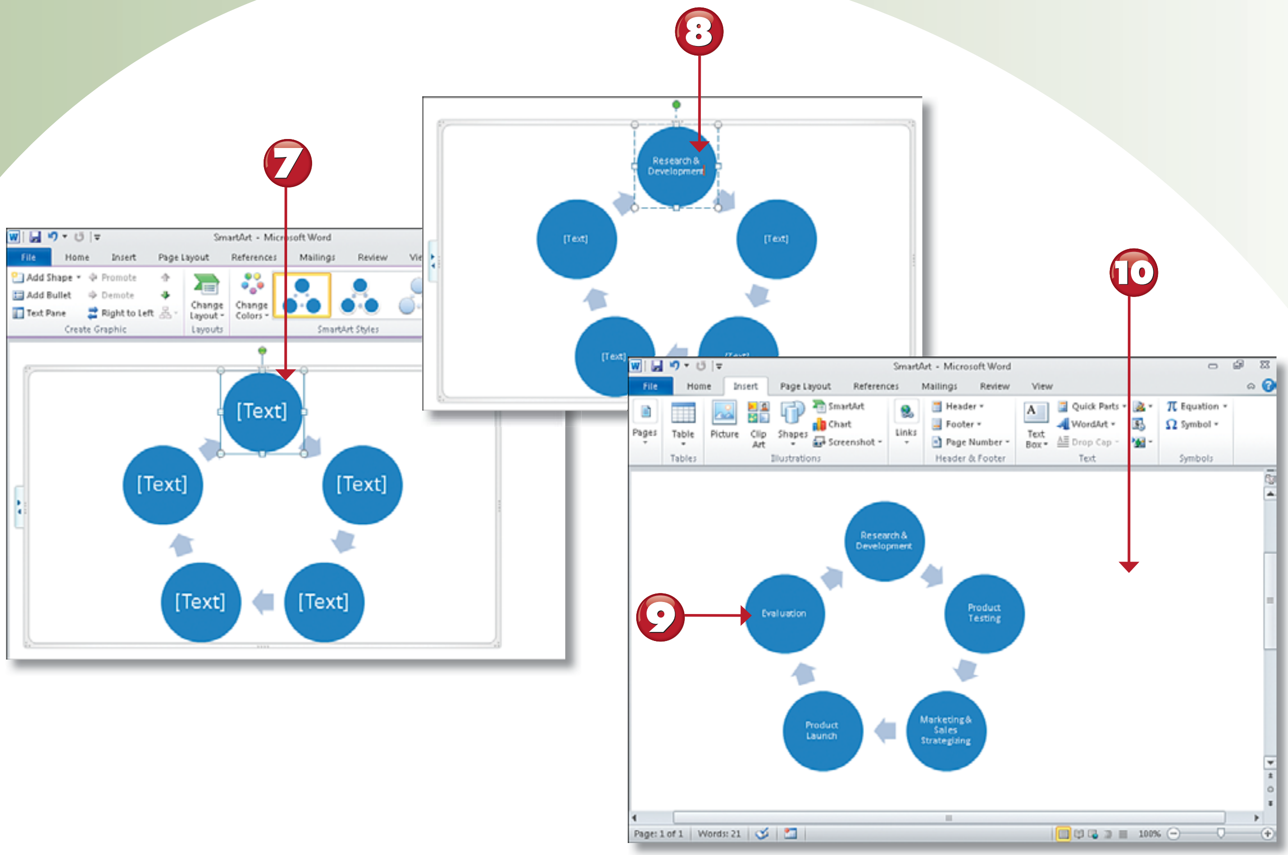
Start

1. Click the **Insert** tab.
2. Click **SmartArt**.
3. The Choose a SmartArt Graphic dialog box appears.
4. Click a category.
5. Click a diagram style.
6. Click **OK**.

End

TIP

Format SmartArt To format SmartArt, click the **Format** tab and use the formatting twos on one of two special tabs that appear on the Ribbon when you select an object. You can change shape styles, shape sizes, fill colors, borders, and more. ■


8
7
10
9
SmartArt - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add Shape
Add Bullet
Text Pane
Promote
Demote
Right to Left
Create Graphic
Change Layout
Layouts
Change Colors
SmartArt Styles
[Text]
[Text]
[Text]
[Text]
[Text]
Research & Development
Product Testing
Marketing & Sales Strategizing
Product Launch
Evaluation
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Text
Equation
Symbol
Symbols
Page: 1 of 1
Words: 21
100%

7. Word opens a default SmartArt diagram with placeholder text.
8. Click a diagram element and type your own text.
9. Continue adding text to each part of the diagram.
10. When finished, click outside the diagram to unselect the graphic object.

End

TIP

Add a Shape To add a shape to the diagram, click where you want to add a new shape in the chart, then click the **Design** tab and click the **Add Shape** button and choose whether you want to add the shape before or after the current selection. ■

TIP

SmartArt Styles SmartArt installs with a gallery of styles you can apply to change the appearance of your diagrams. Simply click the **Design** tab and choose another style from the SmartArt Styles gallery. ■

Glossary

A

alignment The way text aligns along the right and left sides of the page. Alignment comes in four distinct settings: left, center, right, or justify.

AutoCorrect A feature that corrects spelling errors as you type. You can also use AutoCorrect to quickly insert long phrases automatically.

AutoShapes Pre-drawn shapes and lines you can use to add graphic elements to a document, such as a square or star.

B

bar tab A custom tab stop that creates a vertical line at the tab stop.

bookmark A link in a document that allows you to return to a specific location in the document.

border Lines around one or more sides of a paragraph, page, or object. Word offers a wide variety of line types and colors to choose from.

break *See* **page break** or **section break.**

C

cell A box in a table, formed by the intersection of a row and a column.

center alignment An alignment option that aligns text between the right margin and left margin in the center of the page.

check box A small box that you click to enable or disable an option in a dialog box. If the check box has a check mark in it, the option is currently enabled; if the box is empty, the option is disabled. Check boxes are not always mutually exclusive; sometimes you can mark several check boxes in a group.

clip art A collection of pre-drawn artwork you can use to illustrate your document.

Clipboard A temporary storage area that holds multiple pieces of cut or copied text or other items. You can paste items from the Clipboard to other documents or files.

context menu Also called a shortcut menu. A menu that appears when you right-click on something. The commands in a context menu are related to where you click.

copy and paste To place a duplicate of the selected text or object somewhere else in the document or another document.

cursor *See* **insertion point**

custom tab A tab stop that you insert in a document. When you add a custom tab, all the default tabs to its left disappear.

cut and paste To move the selected text or object somewhere else in the document or another document.

D

data source A file that contains the data you will merge into the main document. *See also* **mail merge**.

decimal tab A custom tab stop that aligns text along the decimal point.

dialog box A small window that appears when you issue a command or implement a feature that requires more information about how you want to carry out the task.

drag To press and hold down the mouse button as you move the mouse pointer. You typically drag to move, draw, or select objects with the mouse.

drop caps A large initial or capital letter that appears at the start of the paragraph and seems to drop below the baseline into the rest of the paragraph.

drop-down menu A menu that appears when you click a drop-down arrow next to a command or tool button allowing you to select from additional commands or options.

E, F, G

endnote A reference note that appears at the end of a chapter.

field A placeholder for information that can be updated. Typical fields in Word include the date field, which displays the current date, or the page number field, which displays the correct page number on each page in a document. *See also* **mail merge**.

first line indent Only the first line of a paragraph is indented.

font Refers to a typeface, such as Arial, that defines the shape or character set of text.

font size Refers to the size of text in a document, measured in points.

footer Text that repeats at the bottom of every page.

footnote A reference note that is placed at the bottom of a page.

H

hanging indent All the lines in a paragraph except the first line are indented.

hard page break Also called a manual page break, this is a page break inserted by the user to force a page to break at a particular spot; press **Ctrl+Enter** to insert a hard page break.

header Text that repeats at the top of every page.

hyperlink A clickable piece of text that links you to a different location within the current document, to another file on your computer or network, or to a page on the Internet.

I

in-line In-line images are in the same layer of the document as text, so text cannot wrap around them.

indent To push in the text in a paragraph so that it moves away from the margin. Word offers four indent options: left, right, first line, or hanging.

insertion point The flashing vertical bar, also called the *cursor*, that marks where text will be inserted or deleted when you type new text or delete existing text.

J, K, L

justify An alignment that creates both a flush left and flush right edge.

keyboard shortcut A combination of keystrokes that you can use to issue a command instead of using buttons and menus.

landscape orientation The document prints so that the long edge of the paper is at the top of the page.

left alignment An alignment option that aligns text along the left margin of the page.

M, N, O

mail merge The process of merging a "boilerplate" document, such as a form letter, with a list of data, such as names and addressees, to generate personalized documents.

memory The temporary storage area in your computer that holds the programs and documents that you currently have open (also called *RAM*). Memory is cleared each time you turn off your computer.

merge field A field you insert in a main document telling Word where to insert personalized data from a list, such as a person's name or address.

object A general description for any item or element you add to a document, such as clip art, a picture, or a text box.

option button *See* **radio button**.

P

page break The separation between one page and the next.

paragraph mark A symbol (¶) that marks the end of a paragraph. Normally hidden, you can turn on paragraph marks using the Show/Hide Paragraphs command.

points A measurement stemming from the tradition of typography equivalent to 1/72 of an inch. Twelve points make a pica, and 6 picas make an inch. A point is the smallest unit of measure in desktop publishing and commonly describes the height of a font or space between lines of text and other digital elements.

portrait orientation The document prints so that the short edge of the paper is at the top of the page. Portrait is the default setting for most documents.

Q

Quick Access toolbar A small toolbar that appears at the top of the Word program window that contains commonly used commands.

quick parts Pre-made content elements, also called *building blocks*, you can insert into your documents, such as headers.

R

radio button Also called an *option button*, this button allows the user to choose only one of a predefined set of options.

record All the information about one person in a data source list, such as a person's name and address. Each record is composed of individual fields for the specific pieces of information, such as first name and last name.

Ribbon The area at the top of the program window containing tabs of commands and tools.

right alignment An alignment option that aligns text along the right margin of the page.

S

ScreenTip A small pop-up box that appears when you rest your mouse pointer over a button or other element that identifies the item. Also called a *ToolTip*.

scroll arrows The arrows at either end of a scrollbar that you can click to scroll through a document.

scrollbar A long bar that lets you move through your document with the mouse. The vertical scrollbar lets you move up and down pages, while the horizontal scrollbar lets you move left and right.

section break Marks the end of a section in your document, storing section formatting information such as margin settings and headers and footers.

select To mark text for performing an action, such as applying formatting or moving the text.

selection handles Small squares that surround a selected object, such as clip art. You can drag selection handles to resize the object.

SkyDrive A free online storage service offered through Microsoft's Windows Live website. You can upload documents to the server and access them from any computer with an Internet connection.

smart tag When Word recognizes the data you're typing, such as a person's name, and offers a menu of actions you can apply.

SmartArt A group of pre-formatted, editable diagrams you can use to illustrate a process, procedure, hierarchy, or cycle.

soft page break A page break inserted by Word when text must flow to the next page.

spinner arrows Tiny arrow buttons next to an option that let you set a value for the option.

status bar The horizontal bar at the bottom of the program window that keeps track of pages, line count, column count, and other status information.

style A set of formatting you can apply to text. You might apply a heading style to all the chapter titles in a document, for example, or a body style for all the chapter text.

T

tab In a document, a tab refers to the amount of space you indent when you press the Tab key. A tab can also refer to a group of commands organized into a page or section, such as the tabs on Word's Ribbon.

target The destination to which a hyperlink leads.

task pane A vertical pane that usually appears on the right side of the program window offering information and options for a particular feature.

template A rough "blueprint" for a document that controls the layout and contains some combination of formatting and text. You can replace the placeholder text within the template with your own text.

text box A special box you can insert into a document to hold text, such as a pull quote.

text effects Special artistic effects you can apply to text to create visual appeal.

theme Preset formatting that helps you maintain a consistent look and feel throughout a document or documents.

title bar The horizontal bar that appears at the top of the program window, listing the name of the file and the name of the program.

toggle A button or keyboard command you click or press once to turn on and once again to turn off.

ToolTip *See ScreenTip.*

U, V

upload To transfer files from your computer to a location on the Internet.

W, X, Y, Z

watermark A background image that appears behind the document text, usually shaded. Watermarks are commonly used to mark pages with company logos, DRAFT, or CONFIDENTIAL warnings.

wizard A specialized feature that asks you about what type of document you want to create and walks you through the process, generating a final document based on your choices.

WordArt A Microsoft Office feature for turning text into a graphic object.

wrapping Refers to the way text flows around an image or object in a document.

zoom To change the magnification of a document onscreen. You can zoom in to enlarge a document or zoom out to view more of the contents.

Index

A

accepting document changes, 161

accounts, creating Windows Live accounts, 182

adding. *See also* inserting
  borders to pictures, 198-199
  effects to pictures, 200-201
  shapes to SmartArt, 225

addresses
  finding, 167
  saving, 166

aligning
  graphic objects, 213
  text, 58-59
    in cells, 116
  WordArt, 205

applying templates, 36-37

Artistic Effects feature, 218-219

artwork. *See* graphic objects

assigning passwords to documents, 34-35

AutoCorrect feature, 154-155

AutoFit, disabling, 105

AutoShapes, 186-187
  cropping pictures to, 217

B

background, removing from pictures, 196-197

Backstage view, 9, 22

bold, applying to text, 52-53

bookmarks, inserting, 144-145

borders, adding
  pages, 90
  paragraphs, 75
  pictures, 198-199
  tables, 75

building blocks, 46

bulleted lists, 70-71

buttons (Quick Access toolbar), deleting, 10

C

captions, inserting, 136-137

capturing screenshots, 202-203

cells, 96
  deleting, 112
  inserting into, 98
  margins in, 104
  merging, 110
  selecting, 102-103
  splitting, 111
  text alignment in, 116
  text direction in, 117

changing
  file type, 177
  source in Research pane, 129

character spacing, setting, 61

charts, inserting, 146-147

citations, inserting, 134-135

clearing. *See* deleting

clip art
  finding online, 192-193
  inserting, 188-189
  organizing, 190-191

Clip Organizer, 190-191

closing
  documents, 5, 25
  panes, 124

colors
  paragraph shading, 76
  text, 57

color settings for pictures, 222-223

column breaks, inserting, 81

columns

  creating, 74
  deleting, 108-109
  inserting, 106-107
  resizing, 104-105
  selecting, 102-103

comments
  deleting, 158
  inserting, 133, 158

comparing documents, 160-161

compressing pictures, 223

Continuous section break, 81

copying
  text, 44-45
  text formatting, 62

correcting pictures, 222-223

cropping pictures, 216-217

cross-references, inserting, 138-139

cursor, 40

customizing. *See also* formatting
  headers and footers, 79
  Quick Access toolbar, 10-11
  Ribbon, 12
  text effects, 93
  Word options, 14-15

custom tables, drawing, 98-99

cutting text, 45

D

definitions, looking up, 128-129

deleting. *See also* erasing
  background from pictures, 196-197
  bookmarks, 145
  buttons from Quick Access toolbar, 10
  cells, 112
  clip art, 189
  color shading, 76
  columns, 108-109
  comments, 133, 158
  cross-references, 139
  footnotes/endnotes, 134
  highlighting, 132
  index entries, 141
  page numbers, 77
  paragraph borders, 75
  passwords from documents, 34
  picture effects, 201
  pictures, 195
  Quick Parts, 47
  rows, 108-109
  tables, 113
  tables of contents, 142
  table styles, 115
  tabs, 69
  text, 41
  text effects, 93
  text formatting, 63
  watermarks, 83
  words from AutoCorrect list, 155

demoting outline items, 122

digital signatures, adding to documents, 35

direction of text in cells, 117

disabling. *See also* hiding
  AutoFit, 105
  bulleted and numbered lists, 71
  spell-checking and grammar-checking, 153

displaying. *See* viewing

Document Inspector tool, 156-157

documents. *See also* text
  adding digital signatures to, 35
  AutoCorrect feature, 154-155
  bookmarks, inserting, 144-145
  captions, inserting, 136-137
  charts, inserting, 146-147
  closing, 5, 25
  comments
    deleting, 158
    inserting, 133, 158
  comparing, 160-161
  cross-references, inserting, 138-139
  envelopes, printing, 166-167
  footnotes/endnotes, inserting, 134-135
  hidden data, checking for, 156-157
  hyperlinks, inserting, 180-181
  indexes
    inserting, 140-141
    updating, 141
  labels, printing, 168-169
  Mail Merge feature, 170-173
  multiple documents, viewing, 32-33
  naming rules, 26
  Navigation Pane, 124-125
  opening, 28-29
  Outline View, 122-123
  page formatting

- borders, 90
- columns, 74
- headers and footers, 78-79
- margins, 73
- page and section breaks, 80-81
- page numbers, 77
- themes, 88-89
- watermarks, 82-83

page views, 19
paragraph formatting, 64
- borders, 75
- bulleted and numbered lists, 70-71
- color shading, 76
- indents, 66-67
- line spacing, 72
- paragraph spacing, 67, 72
- tabs, 68-69

passwords
- assigning, 34-35
- deleting, 34

pinning to Recent Files list, 28
printing, 30-31
- viewing print options, 164-165

program window
- minimizing and maximizing, 8
- navigating, 6-7

Quick Parts
- deleting, 47
- inserting, 46-47

saving, 26-27
- to SkyDrive, 182-183
- as Web pages, 178-179

sending via email, 176-177
spelling and grammar
- checking, 152-153
- disabling checking, 153

starting new, 24
tables, borders, 75
tables of contents, inserting, 142-143
templates
- applying, 36-37
- creating, 37
- finding, 36

text boxes, inserting, 206-207
Track Changes feature, 158-159
viewing splitting windows, 33
view modes, 16-17
words
- synonyms/definitions, looking up, 128-129
- Thesaurus feature, 130-131
- translating, 126-127

zooming, 18-19

.docx file format, 26

downloading clip art, 192-193

Draft view, 16

drawing
- with AutoShapes, 186-187
- custom tables, 98-99

drop caps, applying, 91

E

editing
- charts, 146
- table styles, 115
- text, 41

effects, adding to pictures, 200-201

email, sending documents via, 176-177

endnotes
- deleting, 134
- inserting, 134-135

enlarging. *See* maximizing

envelopes, printing, 166-167

erasing lines in tables, 99. *See also* deleting

exact sizing for graphic objects, 209

Excel 2010 charts, inserting in Word, 146-147

Excel spreadsheets, inserting as tables, 100-101

exiting Word, 5

F

File tab, 6
- Backstage view, 9, 22

file type, changing, 177

files. *See* documents

finding
- addresses, 167
- clip art online, 192-193
- text, 150-151

first line indents, 67

flipping graphic objects, 210-211

Font dialog box, bold/italic/underlining in, 53

fonts
  changing, 55
  resizing, 56

font size, adjusting in help, 21

footers, inserting, 78-79

footnotes
  deleting, 134
  inserting, 134-135

Format Painter, 62

formatting. *See also* customizing
  pages
    borders, 90
    columns, 74
    headers and footers, 78-79
    margins, 73
    page and section breaks, 80-81
    page numbers, 77
    themes, 88-89
    watermarks, 82-83
  paragraphs, 64
    borders, 75
    bulleted and numbered lists, 70-71
    color shading, 76
    indents, 66-67
    line spacing, 72
    paragraph spacing, 67, 72
    tabs, 68-69
  pictures, 194
  shapes, 187
  tables, 96, 103, 114-115
  text, 50
    alignment, 58-59
    bold, italic, underlining, 52-53
    changing font, 55
    character spacing, 61
    colors, 57
    copying formatting, 62
    deleting formatting, 63
    drop caps, 91
    line spacing, 60
    with Mini Toolbar, 54
    resizing font, 56
    styles, 86-87
    text effects, 92-93
  within text boxes, 206
  WordArt, 204

formulas in spreadsheet table cells, 101

Full Screen Reading view, 16

functions in spreadsheet table cells, 101

G

Go To tab (Find and Replace dialog box) keyboard shortcut, 144

grammar
  checking, 152-153
  disabling checking, 153

graphic objects, 184
  aligning, 213
  AutoShapes, 186-187
  clip art
    finding online, 192-193
    inserting, 188-189
    organizing, 190-191
  flipping, 210-211
  grouping, 214-215
  layering, 212-213
  logos
    building, 187
    saving, 186
  moving, 208-209
  pictures
    adding borders, 198-199
    adding picture effects, 200-201
    Artistic Effects feature, 218-219
    compressing, 223
    corrections and coloring, 222-223
    creating screen captures, 202-203
    cropping, 216-217
    inserting, 194-195
    removing background, 196-197
    swapping, 222
  resizing, 208-209
  rotating, 210-211
  SmartArt, inserting, 224-225
  text boxes, inserting, 206-207
  text wrapping controls, 220-221
  WordArt, inserting, 204-205

green wavy lines, 40

grouping graphic objects, 214-215

H

hanging indents, 67

headers, inserting, 78-79

headings, navigating by, 125

help
  adjusting font size in, 21
  finding, 7, 20-21
  with options, 15

hidden data, checking for, 156-157

hiding
  Mini Toolbar, 54
  Table of Content pane (help), 20

highlighting text, 132

hyperlinks, inserting, 180-181

I

image ratios, maintaining during cropping, 216

images. *See* pictures

indents, setting, 66-67

indexes
  inserting, 140-141
  updating, 141

information, finding. *See* help

inserting. *See also* adding
  bookmarks, 144-145
  captions, 136-137
  into cells, 98
  charts, 146-147
  clip art, 188-189
  column breaks, 81
  columns, 106-107
  comments, 133, 158
  cross-references, 138-139
  Excel spreadsheets as tables, 100-101
  footnotes/endnotes, 134-135
  headers and footers, 78-79
  hyperlinks, 180-181
  indexes, 140-141
  page and section breaks, 80-81
  page numbers, 77
  pictures, 194-195
  Quick Parts, 46-47
  Quick Tables, 97
  rows, 106-107
  SmartArt, 224-225
  symbols, 48-49
  tables, 96
  tables of contents, 142-143
  text boxes, 206-207
  WordArt, 204-205

insertion point, 40

Insert mode, 41

italic, applying to text, 52-53

J–K

justifying text, 59

keyboard shortcuts
  aligning text, 58
  bold, italic, underlined text, 52
  cutting, copying, pasting text, 44
  for Go To tab (Find and Replace dialog box), 144
  inserting symbols, 49
  page and section breaks, 80

L

labels
  creating for captions, 136
  printing, 168-169

layering graphic objects, 212-213

leader characters, setting, 69

leading. *See* line spacing

License Agreement, 193

line spacing, 72
  setting, 60

line styles for underlined text, 52

lines in tables, erasing, 99

links. *See* hyperlinks

lists, bulleted and numbered lists, 70-71

logos
  building, 187
  saving, 186

M

magnifying. *See* zooming

Mail Merge feature, 170-173

main window. *See* program window

margins
  in cells, 104
  setting, 73

mass mailings, creating, 170-173

maximizing program window, 8

merge fields, 172

merging cells, 110

Microsoft Clip Organizer, 190-191

Microsoft Graph charts, inserting in Word, 147

Microsoft License Agreement, 193

Microsoft Office Online center, 20

minimizing
- program window, 8
- Ribbon, 13

Mini Toolbar
- changing font with, 55
- formatting text, 54
- hiding, 54

moving
- clip art, 189
- graphic objects, 208-209
- Quick Access toolbar, 11
- screen captures, 202
- tables, 118
- tabs, 69
- text, 44-45

multiline spacing, 72

multiple columns/rows
- deleting, 108
- inserting, 107

multiple documents
- comparing, 160-161
- reviewing with Track Changes feature, 159
- viewing, 32-33

N-O

naming
- bookmarks, 144
- documents, 26

Navigation Pane, 124-125

Next Page break, 81

numbered lists, 70-71

objects. *See* graphic objects

Office theme, 88

Office website, 193

opening
- documents, 28-29
- Research pane, 128

options
- customizing, 14-15
- help with, 15

organizing clip art, 190-191

Outline View, 16, 122-123

Outlining tab, 17

Overtype mode, 41

P

page breaks, inserting, 80-81

page numbers, inserting, 77

pages, formatting
- borders, 90
- columns, 74
- headers and footers, 78-79
- margins, 73
- page and section breaks, 80-81
- page numbers, 77
- themes, 88-89
- watermarks, 82-83

page views, 19

panes, closing, 124

paragraphs, formatting, 64
- borders, 75
- bulleted and numbered lists, 70-71
- color shading, 76
- indents, 66-67
- line spacing, 72
- paragraph spacing, 67, 72
- tabs, 68-69

paragraph spacing, 67, 72

passwords
- assigning to documents, 34-35
- deleting from documents, 34

pasting text, 45

photos. *See* pictures

phrases, typing in AutoCorrect, 154

pictures
- adding borders, 198-199
- adding picture effects, 200-201
- Artistic Effects feature, 218-219
- compressing, 223
- corrections and coloring, 222-223
- creating screen captures, 202-203

- cropping, 216-217
- inserting, 194-195
- removing background, 196-197
- swapping, 222
- as watermarks, 82

pinning documents, 28

points, 56

previews, zooming, 31

printing
- documents, 30-31
  - viewing print options, 164-165
- envelopes, 166-167
- labels, 168-169

Print Layout view, 16

print options, viewing, 164-165

program window
- minimizing and maximizing, 8
- parts of, 6-7

promoting outline items, 122

proofreading. *See* spelling

properties of clip art, viewing, 190

proportions, maintaining, 208

Q

Quick Access toolbar, 6
- customizing, 10-11
- moving, 11

Quick Parts
- deleting, 47
- inserting, 46-47

Quick Styles for pictures, 195, 198

Quick Tables, inserting, 97

quitting. *See* exiting

R

Recent Files list, 28

reducing. *See* minimizing

red wavy lines, 40

removing. *See* deleting

replacing text, 150-151

repositioning. *See* moving

Research pane
- opening, 128
- synonyms/definitions, looking up, 128-129
- Thesaurus feature, 130-131
- translating words, 126-127

resetting pictures after Artistic Effects, 219

Reset Window Position, viewing multiple documents, 32

resizing
- clip art, 188
- columns, 104-105
- fonts, 56
- graphic objects, 208-209
- rows, 104-105
- screen captures, 202
- tables, 119

reviewing documents with Track Changes feature, 158

Reviewing Pane, 158

Ribbon, 6
- customizing, 12
- minimizing, 13

rotating graphic objects, 210-211

rows
- deleting, 108-109
- inserting, 106-107
- resizing, 104-105
- selecting, 102-103

ruler
- indents, setting, 66
- margins, setting, 73
- viewing, 7

S

saving
- addresses, 166
- documents, 26-27
  - to SkyDrive, 182-183
  - as Web pages, 178-179
- logos, 186
- table styles, 115

screenshots, capturing, 202-203

searching for clip art, 191. *See also* finding

section breaks, inserting, 80-81

security
- digital signatures, adding to documents, 35

  - passwords
    - assigning to documents, 34-35
    - deleting from documents, 34
- selecting
  - table cells, 102-103
  - text, 42-43
- Selection Pane, grouping graphic objects, 215
- sending documents via email, 176-177
- shading paragraphs, 76
- shapes, adding to SmartArt, 225. *See also* graphic objects
- shortcuts. *See* keyboard shortcuts
- showing. *See* viewing
- Side by Side feature, viewing multiple documents, 32
- signatures. *See* digital signatures
- single line spacing, 72
- sizing. *See* resizing
- SkyDrive, saving documents to, 182-183
- SmartArt, inserting, 224-225
- source (in Research pane), changing, 129
- spelling
  - AutoCorrect feature, 154-155
  - checking, 152-153
  - disabling checking, 153
- splitting
  - cells, 111
  - windows, 33
- spreadsheets, inserting as tables, 100-101
- starting
  - new documents, 24
  - Word, 4
- Status bar, 7
- stopping. *See* exiting
- styles
  - applying, 86-87
  - creating, 87
  - editing, 115
  - formatting tables with, 114-115
  - saving, 115
  - for SmartArt, 225
- swapping pictures, 222
- switching between headers and footers, 78
- symbols, inserting, 48-49
- Synchronous Scrolling, viewing multiple documents, 32
- synonyms, looking up, 128-129

T

- Table of Contents pane (help), viewing/hiding, 20
- tables
  - AutoFit, disabling, 105
  - borders, 75
  - cells, 96
    - deleting, 112
    - inserting into, 98
    - margins in, 104
    - merging, 110
    - selecting, 102-103
    - splitting, 111
    - text alignment in, 116
    - text direction in, 117
  - columns
    - deleting, 108-109
    - inserting, 106-107
    - resizing, 104-105
  - custom tables, drawing, 98-99
  - deleting, 113
  - Excel spreadsheets, inserting as, 100-101
  - formatting, 96, 103, 114-115
  - inserting, 96
  - lines, erasing, 99
  - moving, 118
  - Quick Tables, inserting, 97
  - resizing, 119
  - rows
    - deleting, 108-109
    - inserting, 106-107
    - resizing, 104-105
  - text wrapping around, 119
- tables of contents, inserting, 142-143
- tabs, setting, 68-69
- templates
  - applying, 36-37
  - creating, 37
  - finding, 36
- text. *See also* documents
  - alignment in cells, 116
  - AutoCorrect feature, 154-155
  - cutting, 45
  - deleting, 41
  - direction in cells, 117
  - editing, 41
  - finding and replacing, 150-151

- formatting, 50
  - alignment, 58-59
  - bold, italic, underlining, 52-53
  - changing font, 55
  - character spacing, 61
  - colors, 57
  - copying formatting, 62
  - deleting formatting, 63
  - drop caps, 91
  - line spacing, 60
  - with Mini Toolbar, 54
  - resizing font, 56
  - styles, 86-87
  - text effects, 92-93
- highlighting, 132
- hyperlinks, inserting, 180-181
- moving and copying, 44-45
- pasting, 45
- Quick Parts
  - deleting, 47
  - inserting, 46-47
- selecting, 42-43
- symbols, inserting, 48-49
- synonyms/definitions, looking up, 128-129
- Thesaurus feature, 130-131
- translating, 126-127
- typing, 40
- wrapping
  - around tables, 119
  - around text boxes, 207

text boxes
- as captions, 137
- inserting, 206-207

text effects, applying, 92-93

text wrapping controls, 220-221

themes, applying, 88-89

Thesaurus feature, 130-131

toolbars
- Mini Toolbar
  - changing font with, 55
  - formatting text, 54
  - hiding, 54
- Quick Access toolbar
  - customizing, 10-11
  - moving, 11
- Ribbon, 6
  - customizing, 12
  - minimizing, 13
- selected text, 43

Track Changes feature, 158-159

tracking. *See* character spacing

translating words, 126-127

typeface. *See* fonts

typing text, 40

U–V

underlining text, 52-53

undoing
- column/row insertions, 106
- rotated/flipped graphic objects, 211

unpinning documents, 28

updating
- indexes, 141
- tables of contents, 143

vertical alignment of text, 59

View buttons, 7

viewing
- clip art properties, 190
- documents
  - page views, 19
  - splitting windows, 33
  - zooming, 18-19
- multiple documents, 32-33
- outline levels, 123
- print options, 164-165
- rulers, 7
- Table of Contents pane (help), 20

view modes, 16-17

W–Z

watermarks, 82-83

Web Layout view, 16

Web pages, saving documents as, 178-179

windows, splitting, 33

Windows Live accounts, creating, 182

Word. *See also* documents
- customizing options, 14-15
- exiting, 5
- program window
  - minimizing and maximizing, 8
  - parts of, 6-7
- starting, 4
- view modes, 16-17

WordArt, inserting, 204-205

words
    synonyms/definitions, looking up, 128-129
    Thesaurus feature, 130-131
    translating, 126-127

wrapping text, 220-221
    around tables, 119
    around text boxes, 207

Zoom bar, 7

zooming
    document views, 18-19
    previews, 31

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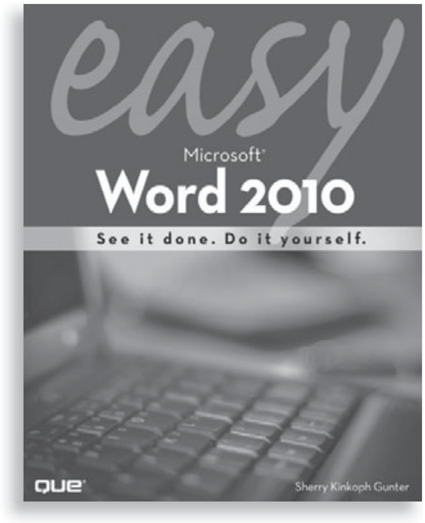

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